



MALTON NEIGHBOURHOOD SERVICES



3540 Morning Star Drive, Mississauga, ON L4T 1Y2

Tel: 905- 677- 6270/ Fax: 905- 677- 6281/ Website: mnsinfo.org / Email: hr@mnsinfo.org

Position Title: Payroll Administrator

Position Type: Contract, Full-time (35 hours /week)

Reports to: Human Resources Generalist

Location: Brampton/Mississauga

Salary: Commensurate with experience

Malton Neighborhood Services (MNS) is a non-profit charitable organization that provides a variety of programs and community support services since 1975. Eligible candidates are invited to apply for the Payroll Administrator position. This is a temporary, contract.

POSITION DESCRIPTION:

The **Payroll Administrator** position reports to the Human Resources Generalist. This role is responsible for completing the administrative duties of the payroll department by supporting multiple locations and departments. The role will collaborate with and support the human resources function. A background in the non-profit industry, organizational skills and strong payroll skills will help an incumbent be successful in this role.

RESPONSIBILITIES:

- Process all changes including new hires, terminations and employee related changes in the HRIS/payroll system
- Full-cycle processing of bi-weekly and hourly payroll
- Administer Time and Attendance system weekly to ensure all staff are paid accurately and timely based on hours worked
- Maintain time and attendance records to meet contract obligations to funders
- Ensure all withholdings have been accurately captured and withdrawn
- Provide reporting for the program and finance department on a regular basis
- Provide training of payroll procedures to the program delivery staff
- Provide support to staff and responding to payroll and benefits-related inquiries
- Create and update SOPs to support HR procedures
- Issue any payroll records including employment verifications, ROEs etc.
- Reconciliations of third-party remittances
- Process and remit garnishments, as required
- Support with year end processing and reporting
- Conduct new hire orientations for HRIS timekeeping
- Support the Human Resources Generalist with ad hoc duties as required
- Maintain payroll compliance and confidentiality at all times

REQUIRED SKILLS & QUALIFICATIONS:

- Approximately 5 years of payroll processing experience
- Payroll Certification or related educational experience
- ADP experience required – E-Time and Attendance and Workforce Now
- Minimum payroll processing experience supporting 100 – 200 employees
- Knowledge of the legislation and best practices in payroll processing
- Excellent interpersonal, problem solving, diplomacy and communication skills
- Demonstrated ability to work effectively in a fast paced, constantly changing environment
- Ability to build strong relationships with diverse groups of stakeholders internally and externally
- High attention to detail, with the ability to prioritize workload and multi-task
- Self-directed and self-motivated; able to work both independently and as part of a team
- Superior written and oral communication skills in English; demonstrated cross-cultural communication skills
- Ability to work within the policies and practices of the Agency
- Demonstrated ability to operate effectively with available technology (MS Office, web-based applications, data management, etc.)
- Ability to travel within Peel Region and the Greater Toronto Area on a regular basis V
- Valid Ontario Driver's license and access to a vehicle is an asset.

If you are interested in this position, please submit your cover letter & resume via email to: hr@msninfo.org by **September 18th, 2020**. Upon hire, the selected candidate must provide a current Police Records Check. We thank all interested applicants; however, only those selected for an interview will be contacted.

Malton Neighbourhood Services is committed to providing any required accommodations throughout the recruitment process. If you require an accommodation, please notify us in writing and we will work meet your needs.