



## Payroll and Benefits Specialist

Department: **Finance and HR**

Location: **415 Gilmour St., Suite 200, Ottawa ON K2P 2M8**

Employment Type: **Part-Time (3 days/week), 6-month initial term, with possibility of permanent full-time employment after this period**

Start Date: **As soon as possible**

Pay: **\$36-\$40/hour (hourly rate based on experience and qualifications)**

Reports To: **Director, Finance & Director, People and Culture**

Direct Report(s): **N/A**

### About Centretown Citizens Ottawa Corporation (CCOC)

CCOC is a community-based, tenant and member-directed, non-profit housing organization whose mission is to create, maintain and promote housing for low and moderate-income people. We value diversity, collaboration, inclusive and open decision-making, innovation, creativity, and sustainability.

For more information, visit: [www.ccohousing.org](http://www.ccohousing.org)

---

### Position Summary

Under the supervision of the Director, Finance and Director, People and Culture, the Payroll and Benefits Specialist is responsible for administering multiple financial and HR activities relating to the company's bi-weekly payroll functions, benefits, HRIS, and pension administration. This includes timely and accurate reporting of payroll data for the company employees, as well as recommending, developing, implementing and monitoring all related processes and procedures to ensure accuracy. Integrity and strong attention to detail are crucial for this role.

The individual will be the company's subject matter specialist with regards to payroll and benefits administration.

## Key Responsibilities

Responsibilities include but are not limited to the following.

### 1. Payroll:

- Prepare and coordinate bi-weekly payroll input and submit to the payroll provider (ADP) in a timely fashion, while auditing payroll processing reports for accuracy.
- Implement and maintain payroll best practices to improve efficiency and consult with finance and human resources teams to improve payroll and HRIS processes, as required.
- Evaluate and implement payroll/HRIS systems upgrades and changes, as required.
- Prepare Records of Employment, Income Tax forms, etc.
- Issue ad hoc, monthly, quarterly, and annual reports including all year-end processing, as required.
- Respond to all inquiries arising from questions about payroll.
- Implement pay increases, bonuses, and other special payments in accordance with company policies and procedures.
- Maintain detailed records and documentation of payroll functions for audit purposes, in accordance with statutory requirements.
- Prepare monthly remittances and cheque requests for all provincial WSIB, provincial health plans, statutory deductions, voluntary deductions, benefits and pension deductions, as applicable.
- Ensure vacation/attendance accruals and activity is properly tracked and accounted for in the appropriate system(s).
- Coordinate and implement eligible EI Medical and/or Parental leave (top-up) payments, as required.
- Assist with the annual year-end payroll T4, T2200 and other tax related documents and forms with the payroll provider (ADP).

### 2. Group Benefits:

- Ensure employee benefits enrolments, premium deductions, coverage changes, salary changes, leaves, terminations, and all other related transactions are accurately coordinated with payroll and captured in the HRIS (ADP WFN).

- Maintain accurate benefits information and employee benefits plans in the HRIS (ADP WFN). Update benefits plans and associated premium changes in the HRIS following annual benefits renewals, as needed.
- Prepare monthly remittances and cheque requests for group insurance payments.
- Prepare monthly remittances and reconciliation of WSIB contributions, as required.
- Prepare month-end and ad-hoc reports, as required.
- Participate in team projects, as required.

### 3. Pension (OMERS):

- Maintain records for pension contributions made by employees/employer; liaise with service provider to ensure funds are transferred as appropriate, advise of terminations or changes, etc.
- Ensure pay and personnel records are accurate and up to date.
- Prepare monthly remittances for pension plan.
- Prepare monthly remittances and reconciliation of OMERS contributions, as required.
- Prepare annual OMERS reconciliation data (Form 119).

Performs other duties as requested by the Director of Finance, Director of People and Culture or the Executive Director.

The individual will be expected to conduct themselves in accordance with CCOC's Mission and Values, as well as the core competencies of DEI, Service Excellence, Teamwork, Results-Oriented and Adaptability, which form an integral part of CCOC's Performance Management Program.

The duties of the position could vary from time to time as a result of new legislation, changes in technology or policies, in which case appropriate training may be given to enable the position-holder to undertake the new/varied work.

The position supports the work of Centretown Citizens Ottawa Corporation, Centretown Citizens Housing Co-Operative and Cahdco (Centretown Affordable Housing Development Corporation).

## Education and Experience

- A minimum of 5 years' experience administering payroll, benefits, pension and HRIS is required. Work experience should include knowledge of basic human

resources, payroll practices, benefits administration, and compliance or other related experience.

- Post-secondary degree in business or HR discipline
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements
- Must have strong knowledge of a variety of computer software applications including payroll, benefits, time & attendance and HRIS and self-service systems
- Knowledge of ADP and Workforce Now is considered a strong asset
- Advanced Microsoft Office Suite skills
- Advanced verbal and written communication in English
- Intermediate verbal communication in French and basic written communication in French is preferred
- Ability to foster a working environment conducive to achieving and exceeding goals
- Excellent ability to communicate with people at all levels of the organization
- Ability to work independently, manage priorities, perform under pressure and multitask
- Ability to work in a team and with stakeholders at all levels of the organization
- Demonstrated ability to uphold confidentiality and manage sensitive situations with tact
- Solid problem-solving and decision-making skills
- Thorough knowledge of payroll and employment laws and regulations
- CPP and/or PCP certification preferred

## **Supervision and Decision-Making**

- Considerable decision-making applies to the performance of tasks, involving the manipulation of several moderately complicated variables. Processes are supported by numerous, well-defined methods and established procedures
- Responsible for providing direct day-to-day coordination for standardized tasks, checks and maintains workflow. Recommends new or changed policies and procedures for approval by others
- Works under general direction, must be able to think independently to come to solutions
- Decisions may impact the work of others within the organization, moderate impact if errors are made
- Frequent access to confidential information where disclosure could result in harm to the organization

## **Working Environment**

- Interaction with internal colleagues involves presenting reports and recommendations, coordinating activities of other employees doing similar work, handling conflict. The incumbent may be called upon to present material that is contentious and requires considerable interpersonal skills
- Interaction with external contacts involves the exchange of simple facts
- Normal office environment
- Some degree of physical skill and coordination required (for example; basic keyboarding)
- Comfortable physical work environment: periods of light physical effort are required (for example; intermitting sitting, standing or reading)
- The incumbent may be exposed to moderate stress

## Applying to the Role

To be considered for this role, please submit your resume and cover letter to [hr@ccochoosing.org](mailto:hr@ccochoosing.org)

All applications must include the following information in the subject line: **Payroll and Benefits Specialist**.

**Application Deadline is July 26, 2024.**

We thank all applicants for their interest in the role, however, only those selected for an interview will be contacted. If contacted for an interview, please inform us if you require accommodation.

In the spirit of the Human Rights Code, we ask that resumes do not include personal data including, but not limited to age, health, marital and family status.

As an employer committed to the principles of employment equity, we encourage applications from all persons including Black, Indigenous and People of Colour, persons with disabilities, and persons of all sexual orientations and gender identities. We are committed to providing an inclusive and barrier free experience to applicants with accessibility needs in accordance with the Ontario Human Rights Code (2015) and the Accessibility for Ontarians with Disabilities Act (AODA).

For candidates with disabilities requiring an accommodation, you may contact [hr@ccochoosing.org](mailto:hr@ccochoosing.org)