



## CAREER OPPORTUNITY

### PAYROLL & BENEFITS ADMINISTRATOR – PERMANENT FULLTIME

Community Services for Independence North West (CSINW) is recognized as a leading community support service provider, serving persons with disabilities and seniors in Thunder Bay and NW Ontario since 1975.

Under the direct supervision of the Director of Finance, it is the responsibility of the Payroll & Benefits Administrator to prepare and process the biweekly payroll for all personnel across our organization as well as administering all employee benefits programs. This person will ensure that all aspects of the payroll cycle are processed in a timely and accurate manner in accordance with the Company policies and government regulations.

All functions of this position will be done in conjunction to the organizations mandate:

***"To provide quality services, which empower all persons with physical disabilities, to live safely and independently in the community."***

Our organization is committed to attaining consumers' ideals by developing and fostering:

- Strong values and practices
- Enrichment opportunities and innovative options in response to consumer's goals
- Harmonious working relationships with respect for consumer's individuality

#### **PRIMARY DUTIES**

As Payroll & Benefits Administrator, you will:

- Initiate and maintain employees' computerized payroll files.
- Verify and ensure accuracy of all time sheets. Enter timesheets, complete & process payroll run for all divisions.
- Complete all necessary forms corresponding with each payroll: Personnel change form, probationary hours, vacation worksheet etc.
- Handle employee inquiries and provide assistance where required
- Complete, distribute and submit Records of Employments
- Complete month end pension and union remittances
- Administer Canada Payroll Savings Bonds; Process annual renewals, new applications, changes and submission requirements
- Maintain and update employee health benefits monthly
- Process and distribute T4's annually
- Fulfill other duties as required

## **QUALIFICATIONS**

To take on the role of Payroll & Benefits Administrator, you must have;

- Computer knowledge, including Microsoft Office Suite specifically Excel
- Excellent organizational skills and ability to respond to multiple requests while meeting payroll deadlines
- Excellent oral and written skills
- The ability to work as a team member as well as independently

## **EDUCATION/EXPERIENCE**

- Minimum of 2 years' experience in a payroll position
- Post-secondary diploma or degree in related field is an asset

*We offer attractive working conditions with focus on work/life balance, as well as a competitive salary with full benefit package.*

## **APPLICATION PROCESS**

**CLOSING DATE: September 7, 2021**

Please submit a cover letter and resume to the: Hiring Committee – HR Manager 07072021, Community Services for Independence North West, 101 Syndicate Ave. N – Suite 410, Thunder Bay, ON P7C 3V4

Email: [ncross@csinw.ca](mailto:ncross@csinw.ca)

Visit [www.csinw.ca](http://www.csinw.ca) for more information.

*The CSINW is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, members of visible minorities, aboriginal persons and persons with disabilities. Reasonable accommodations during the recruitment process will be provided in accordance with the Ontario Human Rights Code. Applicants may make accommodation requests when contacted for an interview. We thank all applicants; however only those considered for an interview will be contacted.*