

Finance & Payroll Specialist - Job Description

General job information

Job Family:	Corporate Services	Job Number:	CS-08
Job Title:	Finance & Payroll Specialist		
Business Unit:	CUPE 504.2	Reports to:	Director of Corporate Services
Supervisory:	No	Pay Grade/Band:	AG-8

Job Summary

Reporting to the Director of Corporate Services, the Finance & Payroll Specialist plays a key role in supporting the operational goals, priorities, and best practices of PHC from a payroll and finance perspective. The incumbent is responsible for full-cycle payroll administration by calculating wages, tax withholdings, and ensuring timely payments. This position supports accounts payable, HST remittance, and financial processing and reporting.

The Finance & Payroll Specialist maintains compliance with legislative and professional standards while administering finance and payroll programs and projects, executing these tasks in alignment with established policies and directives to contribute to the overall operation and success of PHC. The role also includes assisting with budget preparation, reconciliation of financial records, and audit support.

Main Responsibilities

1. Payroll Administration

- Process bi-weekly payroll for all employees maintaining accurate calculation of wages, shift premiums, overtime, and other earnings.
- Using integrated HRIS software, verify employee attendance records and generate time management reports, ensuring that all approved hours, leave, and overtime are accurately recorded and processed. Collaborate with managers to resolve timekeeping discrepancies.
- Administer payroll adjustments for new hires, terminations, promotions, and salary changes in a timely manner.

- Oversee employee benefit deductions and reporting related to extended health insurance and OMERS pension plan.
- Act as the primary contact for payroll inquiries, respond to manager inquiries regarding earnings, deductions, and tax withholdings. Address and resolve any issues or discrepancies in a timely and professional manner.
- Ensure compliance with relevant provincial and federal tax regulations, including proper tax withholdings and remittance of payroll taxes.
- Prepare monthly/quarterly WSIB remittances and annual year end reconciliations.
- Prepare and enter journal entries to record payroll, benefits, pension, vacation, and payroll accruals.
- Prepare and reconcile T4s and OMERS year-end reporting.

2. Accounts Payable

- Monitor the collection and remittance of payroll taxes (CPP, EI, Employer Health taxes) including any required government reporting.
- Submit payroll tax payments and source deductions through the appropriate channels, ensuring all tax liabilities are paid in compliance with tax deadlines.
- Process payments to benefit providers and OMERS pension plan for employee deductions, ensuring that all contributions are correctly calculated, reported, and paid to the respective entities.
- Reconcile union dues deductions with the general ledger and accounts payable records, ensuring that all amounts deducted from payroll match the disbursements sent to the union.
- Process and reconcile all other related payroll payments.
- Act as back up for accounts payable functions as required.

3. Financial Administration

- Support the year end audit process by proactively preparing and organizing payroll, benefit and pension documentation including detailed transaction records, reconciliations and supporting documents.
- Monitor and track payroll expenditures reviewing for discrepancies and investigate variances to budget.
- Assist in preparing the annual budget by analyzing payroll and benefit expenses and related data.

- Prepare monthly HST remittances and submit to CRA and ensure that all amounts reconcile to the general ledger.
- Evaluate the effectiveness of existing finance and payroll SOP's, improving efficiency, and ensuring compliance. Based on feedback from stakeholders and performance data, recommend process improvements to the Director of Corporate Services and incorporate them into updated SOP's.

Competencies

Competency	Description
Knowledge	<ul style="list-style-type: none"> • 2-year Diploma in Finance, Accounting, Business Administration or equivalent. • Payroll Compliance Professional (PCP) designation through the National Payroll Institution is preferred. • Requires a solid understanding of payroll administration accounts payable processes, financial reconciliations, and general ledger entries. • Proficiency in payroll and financial software and Microsoft Office is essential to ensure the accuracy of data and reporting. • Knowledge of corporate policies, industry regulations, and basic financial controls.
Experience	<ul style="list-style-type: none"> • A minimum of 4 years' progressive experience in full cycle payroll, benefit and pension administration, accounting principles and computerized reporting in a unionized environment. • Prior experience handling financial tasks such as preparing journal entries, HST reporting, accounts receivable/payable, and assisting with financial reporting. • Familiarity with invoice processing, bank reconciliations, and general financial support.
Judgement	<ul style="list-style-type: none"> • Ability to exercise sound judgement when preparing payroll, benefits and pension remittances reviewing for accuracy, and investigating potential issues. • Capacity to evaluate financial data, identify discrepancies, and determine when to escalate issues or handle them independently.

Concentration	<ul style="list-style-type: none"> Moderate mental effort is required to process financial data, reconcile accounts, and ensure the accuracy of financial reports.
Physical Activity	<ul style="list-style-type: none"> Physical tasks may include organizing financial records, maintaining office equipment, but no heavy lifting or strenuous activity is required.
Dexterity	<ul style="list-style-type: none"> Requires fine motor skills for efficient data entry, managing electronic financial systems, and handling office equipment such as photocopiers, and fax machines. Increased dexterity is also necessary when organizing and maintaining financial records for audit purposes. This role requires flexibility and responsiveness to meet varying departmental needs on a continual basis.
Accountability	<ul style="list-style-type: none"> Responsible for ensuring the accuracy of payroll, benefit, pension and financial transactions, reports, and reconciliations. Inputting and reviewing payable coding correctly, tracking journal entries, and maintaining organized financial records. Adhere to financial deadlines, in accordance with PHC policies and external regulatory standards.
Safety of Others	<ul style="list-style-type: none"> Limited responsibility for safety of others.
Leadership of Others	<ul style="list-style-type: none"> No direct supervision of others. May provide support and guidance to colleagues on payroll/financial procedures, collaborate with various departments, and ensure best practices are followed in day-to-day payroll and financial tasks.
Contacts	<ul style="list-style-type: none"> Regularly interacts with the Corporate Services team, Resident Services team, Building Services team, vendors, and external stakeholders. Requires strong interpersonal and communication skills when distributing reports, resolving payroll discrepancies, or addressing inquiries.

Environmental Hazards	<ul style="list-style-type: none">• Minimal exposure to environmental hazards and regular duties are performed in a standard office environment.• Prolonged sitting, technology use and repetitive movements.
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Confidentiality

All employees are required to sign and abide by Employee Confidentiality and Code of Conduct and Ethics Values.

Accommodation

Accommodation requests will be reviewed on an individual basis in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) and any other Federal or Provincial legislation.

Disclaimer

The statements contained in this job description reflect the general details necessary to describe the principal functions of this position, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.