

JOB TITLE: Accounting and Payroll Administrator

REPORTS TO: Controller

DEPARTMENT: Finance and Administration

LAST UPDATE/REVIEW: October 7, 2026

POSITION SUMMARY

The Accounting & Payroll Administrator reports to the Controller with a dotted line to the Director, Human Resources and is responsible for the accurate and timely administration of payroll, employee benefits, leave management, and related HR processes, while providing accounting and reporting support to the organization. This position serves as a key resource for employees and internal stakeholders, ensuring payroll and benefits information is maintained accurately, inquiries are addressed promptly, and related processes comply with organizational policies, contractual requirements, and applicable legislation.

The Accounting & Payroll Administrator works collaboratively with Human Resources, Finance, managers, employees, and external partners to ensure payroll, benefits, accounting, and reporting processes are accurate, efficient, and well coordinated. The position may also provide additional support across employee, payroll, and administrative functions as operational requirements arise.

KEY RESPONSIBILITIES

I. HEALTH, SAFETY AND WELLNESS

- Committed to knowing, understanding and reviewing your workplace hazards as identified by your Workplace Hazard Assessment, Joint Workplace Health and Safety Committee and as outlined in Canterbury Foundations Policies and Procedures.
- Participate in making the workplace a safe environment for staff and residents by reporting unsafe conditions, knowing your rights as an employee to refuse unsafe work, and by participating in training, events and committees.
- Wear appropriate personal protective equipment, footwear and apparel for your role and responsibility for your workday (being mindful of hazards approaching and leaving the workplace).

II. JOB DUTIES AND RESPONSIBILITIES

Key Responsibilities:

Payroll & HR:

- Maintain complete and accurate employee payroll records and information including;
- Review and validation of employee set ups
- Earning and deduction adjustments
- Schedule management
- Internal and external reporting
- Reconciliation of remittances such as union dues
- Oversee employee communications related to payroll
- Preparation and disbursement of general notices
- Preparation and disbursement of individual communications
- Oversee benefits administration:
- Answer employee inquiries
- Benefit enrolment and termination
- Benefits reconciliation
- Championing benefit process improvement initiatives to ensure compliance with insurance regulations

- Manage leave of absence processes including WCB claim processing

This role may require providing additional support to other employee/payroll management functions based on operational requirements

Accounting

- Manage, reconciliation and file of homecare CLE contract hours monthly and annually
- Prepare internal and external reports for homecare hours
- Support monthly resident services billing process

Qualifications:

- Minimum 2 years of experience in administration of accounting, payroll or HR
- Post secondary Degree, Diploma or Certification in Business Administration, Payroll, Human Resources or related field
- Healthcare industry experience working with seniors is an asset
- Experience with UKG payroll and MR systems an asset

Skills:

- Superior verbal/written communication and interpersonal skills
- Detail oriented and strong organizational skills
- Ability to work with a high level of confidentiality and autonomy
- Exceptional time management and problem-solving skills
- Knowledge in labor relations and interpretation of Collective Agreements
- Intermediate level proficiency with MS Office including Excel, Word, PowerPoint
- Ability to work in a fast paced, ever-changing work environment
- Experience working with UKG would be an asset