



JOB TITLE: Payroll Specialist & Accounts Payable
REPORTS TO: Accounting Supervisor
DEPARTMENT: Finance
LAST UPDATE/REVIEW: October 18, 2024

PREAMBLE

As a leading senior's residence and provider of senior's continuing care services and programs, Canterbury Foundation (the "Foundation") shares with seniors the "Promise of Home". Person-centered care is the foundation for all we do in providing safe, quality care and other human services. We provide a home where seniors experience peace of mind and feel like family. All persons are treated with dignity and respect in every interaction. Working for Canterbury Foundation requires that employees exhibit the highest standards of personal behavior and ethics in every interaction that instill confidence and trust and not bring the Foundation into disrepute. The honesty and integrity of Canterbury Foundation demands the impartiality of employees in the conduct of their duties.

POSITION OVERVIEW

The Payroll Specialist and Accounts Payable reports to the Accounting Supervisor. This role will be responsible for processing payroll, ensuring compliance with regulations, and providing support for various accounting functions. The ideal candidate will have strong analytical skills, a solid understanding of payroll processes, and the ability to work collaboratively in a fast-paced environment.

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.
- Participates 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 work day (being mindful of hazards approaching and leaving the workplace).

II. JOB DUTIES AND RESPONSIBILITIES

Payroll

- Processes Dayforce Ceridian bi-weekly payroll for salaried and hourly employees in a timely manner.
- Reconciles all payroll and company benefit liabilities, including, but not limited to CRA, Health Benefits, LTD and other premiums.
- Reconciles and prepares payroll year-end reporting for salaried and hourly employees including preparation of T4's and CRA reporting.

- Understands and interprets government legislation and union collective agreement to ensure compliance regarding pay/deductions/benefits/taxes/documentation.
- Understands and interprets collective agreement to ensure correct input and application in payroll system and processes.
- Works closely with Human Resources and Finance on all payroll related issues.
- Prepares all garnishments, deductions and vacation/sick accruals.
- Responds to employee inquiries and requests regarding employee pay matters.
- Maintains employee confidence and protects operations by keeping information confidential.

Accounts payable

- Review all invoices for legitimacy, proper authorization and receipt of supporting documentation before processing. Follow-up on discrepancies with responsible department managers
- Review coding of all invoices for legitimacy and accuracy
- Ensure accuracy of entries to the correct general ledger account. Ensure penalties for late payment are not incurred
- Review supplier statements for delinquent/outstanding items and follow up for resolution. Reconcile vendor statements to over-due invoices
- Complete cheque runs for payment to suppliers in a timely and accurate fashion
- Review all expense reports submitted for reimbursement and ensure proper supporting documentation, authorization and coding before processing
- Update and maintain vendor information in the accounting system, maintain payable files
- Effectively manage all payables communication with suppliers in a prompt and accurate fashion

QUALIFICATIONS

- Payroll designation (i.e. PCP) and/or Accounting certificate, related diploma/degree would be an asset.
- Minimum 3 years of full cycle payroll experience.

COMPETENCIES

- Advanced skill with Microsoft Excel with the ability to use formulas, pivot tables and other advanced functions. Intermediate computer literacy of Microsoft Office, Word, Access, outlook and SAGE 300
- Strong organizational skills, and the ability to work under pressure
- Excellent communication skills (written and verbal) with an emphasis on providing exceptional customer service.
- Excellent attention to detail and problem solving skills.
- Collaborative team player with the ability to work in a fast paced environment.
- Experience with Ceridian Dayforce payroll input and reporting.
- Excellent time management skills.
- Ability to listen, communicate (written and verbal), excellent grammar, spelling and proofreading skills and follow-up effectively with all staffing levels.
- Ability to work independently, self-starter and energetic.

Position is 7.75 hours per day, on site, Monday through Friday.

Jill Moore
Director Name

Director Signature

Date: Oct 22, 2024