



**GOOD SHEPHERD
MINISTRIES**
WELCOME HOMELESS

Job Title: Payroll and Benefit Assistant

Department: Human Resources

Reports to: Human Resources Manager

Role Summary:

Reporting to the Manager, Human Resources, the Payroll and Benefit Assistant enhances the dignity and quality of life of our clients through his/her assumed responsibility for the efficient operation of the payroll and benefit administration of Good Shepherd Ministries.

By welcoming and being respectfully present and hospitable to others, the Payroll and Benefit Assistant models the Mission, Vision and Values within the Human Resources Department and Good Shepherd Ministries.

Responsibilities for this position include the following:

To comply with work scheduling and attendance requirements according to policy and practices. To manually calculate and process the bi-weekly payroll in accordance with Employment Standards, the Collective Agreement, and Good Shepherd Ministries Policies and Procedures. To check test data and make corrections where necessary. To file and safely maintain all computerized and hard copy payroll records. To prepare and maintain accurate records of co-workers' vacation leave, sick leave, Good Shepherd day, compensatory time, emergency leave, bereavement leave, maternity/parental leave, attendance management, the Group RRSP, etc. To prepare payroll related reports as required. To be up-to-date and conversant, and compliant with the requirements of the Employment Standards Act and the Pay Equity Act as well as other legislated requirements for employer tax withholdings and government remittances. To be familiar with the requirements of the Collective Agreement as it pertains to payroll process, union dues calculations, deductions, premium, and other entitlements, seniority hour calculations, etc. To work collaboratively with the Manager, Human Resources, or delegate, regarding the administration and onboarding of new hires. To welcome and provide orientation to new hires, which may from time to time, include performing background checks and investigating references as directed. To collect the necessary data, prepare and maintain co-worker's master files, process co-workers status changes, calculate resignation/termination pay, and prepare Record of Employment. To enrol, update and terminate co-workers on the various benefit plans as required. To supply co-workers with sign-in information, manuals, booklets, forms, provider information, and any other relevant information regarding benefits. To check benefit related billings and submit for review, approval, and processing of payments. To respond to questions or complaints from co-workers with regard to all aspects of payroll and benefits. Impart information regarding payroll, vacation leave, sick leave, Good Shepherd day, compensatory time, emergency leave, bereavement leave, maternity/parental leave, benefit plans, etc. as directed. To administer payroll policies and procedures; ensures personnel files are complete and contain all relevant documentation with regard to benefits and wages. To maintain the confidentiality and ethical standards of Good

Shepherd Ministries at all times. To perform any other tasks as required or as assigned from time to time by the Manager, Human Resources, or designate.

Skill, Nature and Scope:

- Actively practices the Mission, Vision and Values of Good Shepherd Ministries.
- Post-secondary education, preferably with a payroll designation.
- Minimum two (2) years of manual payroll calculation, processing and benefit administration.
- Experience working with payroll and benefits in a unionized environment.
- Excellent time management and other organizational skills with the ability to meet stringent deadlines and prioritize workload while maintaining a strong attention to detail.
- Strong customer service and interpersonal skills with persuasive, positive and patient demeanor.
- Initiative and ability to work independently within a team environment are essential.
- Demonstrated proficiency in Word, Outlook and especially Excel.

Hours of work:

- This is a non-union full time, 35 hours a week position, this position qualified for a benefit package, including extended Health + Group RRSP after the required wait period.

Please send application and resume to employment@goodshepherd.ca OR by regular mail: to the attention of Human Resources, 412 Queen Street East, Toronto, ON, M5A 1T3.

Thank you for those who applied, however, only those selected for interview will be contacted.