

## ESPANOLA REGIONAL HOSPITAL AND HEALTH CENTRE

### Payroll Officer

Espanola Regional Hospital and Health Centre (ERHHC) is currently seeking qualified candidates for a permanent full-time **Payroll Officer** vacancy. The successful candidate will be responsible for the entire payroll life cycle. It requires a thorough understanding of Accounting & Payroll fundamentals and their impact on the entire organization. Reporting directly to the Chief Human Resources Officer, the successful candidate is a highly motivated individual who demonstrates superior attention to detail, excellent judgement, and proven accounting, payroll, and communication skills.

In addition, the successful candidate will foster and support a team environment to ensure the attainment of our organization objectives and will act as a role model for all staff and promote the reputation of the facility in the community. This will be accomplished through active employee involvement, continuous training, and development, and commitment to compliance with policies, procedures, and standards.

#### Qualifications:

- Successful completion of a degree or diploma in Accounting or Payroll
- Working knowledge of Payroll fundamentals, and Payroll compliance legislation
- Minimum three years of computerized payroll/accounting experience
- Ability to exercise absolute discretion and work under pressure
- Proficient in Microsoft Excel and Crystal Reports
- Previous experience working within multiple Collective Agreements
- Effective verbal and written communication skills
- Ability to work under general direction, on multiple tasks with demanding timelines
- Bilingualism in French and English is an asset but not required

#### Responsibilities:

- Prepare, verify, and process all employee's payroll related payments, including regular pay, benefit payments, and special payments such as vacation and bonuses using manual or computerized system.
- Input hires/status changes/terminations/pensions and transfers; into payroll software.
- Process all employee termination payouts (severance, lieu of notice, accruals)
- Prepare payroll related filings and supporting documentation such as year-end tax statements, pension, Record of employment and other statements as required
- Responsible for the accuracy of data entry into the payroll system
- Update employee benefits (e.g. rate increases, change of status, vacation increases)
- Prepare and balance period-end reports and reconcile payroll related stakeholder accounts.
- Accurate and timely reporting and remittances to Government Stakeholders. Multiple reports required monthly, quarterly, and annually.

**Benefits:**

This position offers a competitive compensation package including paid vacation and sick leave, health and dental benefits, life insurance and pension plan (HOOPP). Starting hourly wage is \$31.18 to \$35.10 depending on experience.

The Espanola Regional Hospital and Health Centre is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise if you require an accommodation.

Thank you for your interest. Only applicants who have been selected for an interview will be contacted. This position will remain open until filled.

To apply in confidence, please forward your resume together with a cover letter outlining your relevant experience and qualifications to:

Human Resources Officer  
Espanola Regional Hospital and Health Centre  
825 McKinnon Drive  
ESPANOLA, ON P5E 1R4  
Fax (705) 869-4039  
Email: [recruitment@esphosp.on.ca](mailto:recruitment@esphosp.on.ca)