



BRUCE GREY CHILD & FAMILY SERVICES

HR Coordinator Payroll and Benefits #8

POSTING #:	2024-10
EMPLOYEE GROUP:	Non-Union, Non-Leadership, Permanent
# OF POSITIONS:	1 position
REPORTS TO:	Supervisor Human Resources
SALARY RANGE:	\$60, 888 to \$74, 476
LOCATION:	Owen Sound
DATE POSTED:	July 29, 2024
CLOSING DATE:	August 29, 2024
POSTING TYPE:	Internal & External

Please submit your application quoting posting number above to Human Resources at hr@bgcfs.ca before 4:30pm on the closing date.

PURPOSE STATEMENT

Reporting to a Supervisor of Human Resources, the HR Coordinator Payroll and Benefits provides end to end payroll and benefits administration. This position is an integral part of the Human Resources Team. The HR Coordinators provide support to the Human Resources team and the agency in the form of HR operational activities, systems updates and maintenance, and related projects and initiatives. The HR Coordinators provides ongoing support in the development, design and implementation of new and existing team initiatives and processes and leads independent projects.

BENEFITS OF WORKING AT BGCFS:

- Flexible/ Hybrid work Model
- Starts at 4 Weeks of Vacation per year
- Health & Dental Benefits from Start Date
- Short- and Long – Term Disability Plans
- Life Insurance
- OMER's Pension

MAIN DUTIES & RESPONSIBILITIES

Payroll

- Processes accurate and timely payroll for permanent and contract employees at all locations on a bi-weekly pay cycle, including journal entries, remittances
- Meets with new employees for orientation for payroll and all related forms
- Maintains and operates the payroll system and integration with HRIS system
- Prepares year-end activities and related summaries such as T4s, CRA reporting etc.
- Works closely with the finance team to ensure accurate accounting including but not limited to journal entries and posting to general ledger

Benefits

- Administers the BGCFS benefit package including life, disabilities, health and dental insurance and OMERS pension plan and handles the day-to-day transactions with the carriers including enrollments, terminations and changes
- Issues payments for other benefits such as cell phone, car insurance, CAA and incidentals
- Maintains Ontario Municipal Employee Retirement Savings plan, records and calculates pension adjustments
- Administration of disability claims, providing employees with appropriate direction and forms, completing Employer forms and monitoring progress with carrier

Systems and Data Maintenance and Reporting

- Maintains employee personnel files in HRIS system
- Creates and run HR metrics reports from HRIS system and Payroll system, including Time and Absence, Payroll projections, Pension

Other

- Encourages a culture of diversity, equity, reconciliation, and inclusion while engaging, collaborating both internally and externally, and incorporating diverse views and opinions into decision making.
- Assists in supporting the implementation of objectives to ensure the agency's responsiveness and accountability to the diverse communities of Bruce and Grey Counties with particular focus on Indigenous, Black and LGBTQ2S+ communities.
- Reports to and works with the HR Supervisors to ensure the development, revision and ongoing maintenance of HR policies and procedures.
- Provides Back up and support to the HR Coordinator and Team

KNOWLEDGE, EDUCATION, EXPERIENCE, SKILLS & ATTRIBUTES

Qualifications

The incumbent should possess the following:

- University degree in Business, accounting or related field or college diploma in similar field with experience.
- Certified Payroll Compliance Professional preferred
- Two to five years' experience with payroll administration with a Canadian Payroll System
- Up to date with all regulatory procedures related to payroll, disability, employment legislation, regulations and best practices related to Human Rights, Employment Standards, Omer's, WSIB, EHT
- Remains current on related laws, regulations, and practices that govern HR practice and BGCFS Services.
- Valid Ontario Driver's License

General Skills and Attributes

- Demonstrates BGCFS values in all areas of work
- Proficient with Systems and Microsoft Office programs
- Create and run reports from Payroll and HRIS systems and data systems
- Maintain a high level of confidentiality
- Clear and approachable communicator
- Ability to interpret and consistently apply, legislation, standards, procedures and Collective Agreement.
- Ability to set priorities, focusing on attention to detail and using time management

EFFORTS & WORKING CONDITIONS

- Work is primarily performed at a desk in a normal office environment
- Intermediate periods of sitting and computer/phone use
- The incumbent has the freedom to move about or change position at will
- Multi-tasks within a fast-paced, high-volume and demanding environment
- Frequent periods of review and analysis and proofing of documentation required
- Frequent interruptions
- Occasional travel to the two BGCFS sites or within the BGCFS region
- Occasional requirement to work evening and/or weekend hours
- Occasional lifting of boxes, portable equipment required

DISCLAIMER

The preceding position description has been designed to indicate the general nature, level and scope of the work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

BGCFS COMMITMENTS

We are committed to having a workforce that is reflective of the diversity of the community and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at hr@bgcfs.ca . Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.