

PAYROLL SPECIALIST

DEPARTMENT:	Finance
REPORTS TO:	Manager, Finance
STATUS:	Permanent Part-time (0.6 FTE)
SHIFT:	Days
COMPENSATION:	Commensurate with Experience
UNION:	Non-Union
AVAILABLE TO:	Internal & External Candidates
DATE POSTED:	January 26, 2022

POSITION DESCRIPTION:

Haliburton Highlands Health Services has a permanent part-time (0.6 FTE) position available for a Payroll Specialist who would be responsible for processing payroll for all HHHS employees in an accurate and timely manner, as well as statutory/CRA remittances, remitting and balancing EHT & WSIB, prepares T4 & ROE, and managing and administering the payroll system. In addition, this position would manage benefit administration, filing, compiling reports, entering data into HRIS system, and responding to management and employee enquiries.

QUALIFICATIONS:

- Post-secondary diploma in accounting or related field or Payroll (CPA) designation
- Minimum 2 years' experience in computerized payroll
- Comprehensive understanding of payroll legislation, employment standards and payroll accounting
- Experience interpreting contracts in a unionized environment
- Knowledge of the QHR HR/Payroll system an asset
- Excellent interpersonal skills and strong oral /written communication skills
- Self-motivated with the ability to work in a fast paced, confidential environment
- Excellent organizational and time management skills
- Excellent analytical and problem solving skills
- Demonstrated ability to perform multiple tasks accurately and effectively under pressure

SUBMIT RESUME TO:

**Human Resources
Haliburton Highlands Health Services
Box 115, Haliburton, ON, K0M 1S0
E-mail: mbarker@hhhs.ca**

PLEASE QUOTE JOB NUMBER:

2022-04

DEADLINE FOR APPLYING:

February 8, 2022

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.