



Job Title: Payroll, Scheduling and HR Support

Reports to: Office Executive Director

Type: Part-time/ Contract

Effective Date: Immediately

Department: Administration

Location: Vaughan

Hospice Vaughan

Since 1995, Hospice Vaughan, a not-for-profit, volunteer based organization, has been helping people with life-limiting illnesses live fully in comfort and with dignity until they die, while providing support for families, friends, and caregivers. Currently we offer community based programs and services including Hospice at Home, Day Programs, Wellness Programs, Counselling, Education and Bereavement services. We recently expanded and opened a new Health Care facility that includes a 10-bed hospice residence. We rely on and value the contribution of volunteers who contribute to every aspect of our organization. Hospice Vaughan is looking for people to work in a supportive integrated environment who are committed to supporting the highest quality hospice palliative care.

JOIN OUR TEAM:

This role will appeal to a passionate individual who values the community and who is eager to support a growing organization and an energetic team. The Payroll, Scheduling and HR support role, under the direction of the Finance Lead and Executive Director, will support payroll, scheduling, and general HR support to the organization.

Position

Hospice Vaughan requires a Payroll, Scheduling & HR Coordinator, to assist with multiple areas of the organization. This is an excellent opportunity for a motivate, detailed professional who can manage numerous duties at once, especially during bi-weekly payroll processing periods, and month-end close. We require a professional who respects deadlines and possessed excellent interpersonal skills. The ability to work cross functional departments, Finance and Clinical Care Team, and the capacity to deal with private information with the utmost discretion and confidentiality. This role requires a blend of general Human Resources and technical payroll expertise, capability to use payroll processing system, specifically ADP Team Pay.

Responsibilities

- Provide general HR support alongside the HR Consultant
- Respond to employees with regards to pay issues and general HR matters (sick/vacation time etc.)
- Work closely with the Executive Director, HR Consultant, Office Manager and Nursing department manager
- Enter, process and check payroll entries
- Import hourly employees' hours into ADP and cross reference the bi-weekly schedules to ensure accuracy



- Review entries and balance payroll before sending file to ADP
- Process records of employment
- Prepare the bi-weekly salary reconciliation package
- Open new payroll schedule
- Assist with T4/ T4A distribution
- Support scheduling planning for 24/7 health care team

Qualifications, Experience & Requirements

- Degree/ Diploma or Certificate in Finance or related field is a must
- Payroll Compliance Practitioner (PCP) certification is required, Certified Payroll manager (CPM) is an asset
- Minimum of 5 years related experience in Payroll processing Advanced excel skills
- Technically savvy and having experience using ADP Team Pay is a must
- Demonstrated ability to effectively communicate verbally and in writing
- Ability to work with cross functional teams
- Ability to organize and prioritize various tasks in a changing environment

Hours of work/ salary

- 20 hours/ week
- \$22-\$25/ hour

Qualified applicants are invited to forward a cover letter and resume to hr@hospicevaughan.com. Please specify "Payroll, Scheduling and HR Support" in the subject line of your email. Include your personal email if applying via a job portal.

Applications welcome until 4:00 pm on August 6th, 2021 and posting will remain open until hiring confirmation.

We thank all applicants for their interest, however, only those candidates who have been short-listed will be contacted. Please no phone calls or agency inquiries.