



## JOB POSTING

### Payroll / Benefits Administrator

**Massey Centre (“the Centre”)** is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and an Early Learning Centre. All the programs and services are open to families, young women and their children living in the broader community.

The Payroll / Benefits Administrator is a confidential position that is excluded from the bargaining unit. This position is responsible for all payroll functions and performs some general bookkeeping and human resources administration duties. This is a full-time position (40 hours per week).

**Term:** Permanent Full-time (40 hours/week)

**Department:** Finance and Administration

**Reports to:** Finance Manager

**Supervises:**

- Students
- Volunteers

**Qualification:**

- Undergraduate degree and successful completion of additional courses in bookkeeping, accounting, and working towards Canadian Payroll Association Payroll Compliance Practitioner (PCP) certification is an asset
- Minimum 3 years’ experience within a computerized payroll environment.
- Working knowledge of current Canadian payroll legislation and the Ontario Employment Standards Act.
- Strong working knowledge of Microsoft Excel, Word, and understanding of working within an integrated HRIS environment
- In depth knowledge of, and experience with year-end processes and general ledger posting.
- Exceptional analytical and problem-solving skills.
- Ability to multi-task and work on several projects simultaneously.
- Demonstrated organizational and time management skills.
- Capacity for details and ability to meet deadlines.
- Good written and verbal communication skills.

**Working Condition:**

- Manual dexterity to use desktop computer and peripherals
- Intermittent physical activity, including walking standing, sitting and lifting
- Ability to lift items as heavy as 10 lb.
- Flexibility to work overtime as required

**Closing Date:** September 26, 2022; 5:00 p.m.

**Date of posting:** September 12, 2022



## **JOB POSTING**

### **Payroll / Benefits Administrator**

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005*, and the *Massey Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The Centre encourages applications from persons who represent the diverse populations we serve.

**Qualified applicants should send their cover letter and resume by the closing date to:**

**Human Resources  
Massey Centre  
1102 Broadview Avenue  
Toronto, ON M4K 2S5  
Fax: 416-425-4056**

**OR**

**Email: [hr@massey.ca](mailto:hr@massey.ca) (please quote "Payroll/Benefits Administrator" in the subject line)**

*We thank all applicants, however, only those we select for interview will be contacted.*

**Date of posting: September 12, 2022**