



Our Vision: *We imagine a world where all are empowered to reach their full potential through faith and service.*

Our Mission: *The ALCDSB builds faith-filled learning communities where each member is loved, inspired and successful.*

Our Priorities: *Faith; Equity and Well-Being; Achievement and Innovation; Resource Management*

Job Posting Number:

CUPE#108-23-24-PA

Job Title:

Payroll Administrator

This position is open to all CUPE employees. Preference will be granted in accordance with the Collective Agreement for CUPE local 1479 to permanent internal candidates. Temporary employees will have their applications considered prior to external advertisement.

Location	Site	FTE	Assignment
Napanee, ON	Board Office	1.0 FTE Permanent Full Time	Effective immediately 7 hours a day 5 days a week

Reporting to the Manager, Payroll Services and working collaboratively with Payroll and Human Resources, the Payroll Administrator is responsible for the administration and preparation of payroll for employees of the Board. The position will participate in all elements of the payroll cycle including processing of employee pension administration and reporting, attendance support, in addition to ensuring that all statutory requirements are met for payroll processing in a timely and accurate manner.

Qualifications:

- University or College education in Finance or Business-related field
- Three to four years of equivalent work-related experience, preferably with a School Board.
- National Payroll Institute – Payroll Compliance Professional Certification, preferred
- Demonstrated skills and proficient usage of Microsoft Office (in particular Excel, One Note, Planner and Word).
- Experience using computerized payroll systems and database query applications.
- Ability to compile and analyze payroll data for processing and reporting.
- Demonstrated organizational, mathematical, analytical and problem-solving skills.
- Payroll accounting experience would be an asset.
- Working knowledge of Payroll Legislation pertaining to Canada Revenue Agency (and The Employment Standards Act.
- Experience with Pension Plan administration would be an asset.

- Experience with sick leave administration would be an asset.
- Ability to analyze, interpret and execute complex provisions inherent to numerous contractual and Labor agreements.
- Excellent written, verbal, and interpersonal skills.
- Must be able to handle sensitive and confidential information in a discreet manner with both employees and outside agencies.
- Strong customer service skills.
- Contributes to team effort by accomplishing related results in a dynamic environment.
- Capable of accurate and detailed work under pressure while adhering to stringent timelines

The board is seeking candidates who demonstrate the following Core Competencies:

Communication

Innovation

Interpersonal Relations

Leadership

Planning and Organization

Professional Integrity

System Thinking

As a condition of employment, the successful candidate must provide a Criminal Background Check (CBC) with vulnerable sector screening current within six months of date of hire.

Salary/ Range:

\$26.06 - \$30.30 per hour

Application and Requirements:

Applicants will only be accepted through Apply to Education. Please follow the steps at [Apply to Education](#), posting #3737042.

Closing date: May 6, 2024, by 4:00 p.m.

At the Algonquin and Lakeshore Catholic District School Board, we are guided by a strong system of values that promote dignity and respect for every individual. We are committed to removing barriers and creating a workplace that is inclusive and welcoming to people of all backgrounds, cultures, genders and abilities.

In compliance with the Accessibility for Ontarians with Disabilities Act (A.O.D.A.) we will make the necessary accommodations for applicants who require accommodations. Please contact the Human Resources Department by email work@alcdsb.on.ca to make an accommodation request.

All information received relating to a candidate's required accommodation will be addressed confidentially by Human Resources.

While we thank all those who have applied, only those candidates selected for an interview will be contacted.