



Haldimand-Norfolk
REACH

supporting children, families, communities

Haldimand-Norfolk REACH is a multi-service agency, providing Autism & Behaviour Services, Child & Youth Mental Health Services, Developmental Services, Youth Services, Adult Counselling Services, and several Early Learning Intervention & Care services including EarlyON Child & Family Centres and the Community Action Program for Children.

H-N REACH serves as the Lead Agency for Haldimand-Norfolk Child & Youth Mental Health Services, Coordinated Service Planning and the Student Nutrition Program in the Hamilton/Niagara Region. Through our Contact Unit, the agency serves as the single point of access for a variety of children's services.

H-N REACH is recognized as a local leader in community education, advocacy, inter-sector collaboration and Community Service Planning.

Human Resources Unit

PAYROLL & BENEFITS ADMINISTRATOR

Ref. #: 50

Full-time, Permanent, Salaried

Salary Rates: Step 1 \$42,316 - Step 2 \$47,605 – Step 3 \$52,895

Responsibilities:

Reporting to the Human Resources Manager the Payroll & Benefits Administrator is a member of the Human Resources Unit and works closely with other HR Unit team members as well as the Finance team to administer the agency payroll and benefits programs.

Responsibilities include but are not limited to:

- Administering and processing the payroll;
- Administering the benefits plan;
- Completing periodic and year-end remittance forms/reports for CRA payroll deductions, E.H.T. and W.S.I.B.;
- Processing R.O.E.s, T4s, employee time records;
- Maintaining seniority lists;
- Generating reports and statistics;
- Maintaining files and records;
- Performing other related duties as assigned.

Qualifications:

- Business/Accounting diploma (equivalent combination of education, training and experience may be considered);
- Current membership in the Canadian Payroll Association, with PCP Certification preferred;
- A minimum of two (2) year's related and relevant payroll and benefits administration experience in a computerized environment;
- Demonstrated PC skills and proficiency in the use of relevant computer software, i.e., Microsoft Word, Excel & Outlook; payroll systems (preferably, SAGE HRMS and TimeStar Time & Attendance);
- Demonstrated attention to detail, organizational, analytical, problem solving and time management skills;
- Demonstrated, excellent communication skills and the ability to deal tactfully with individuals/situations and maintain confidentiality;
- Ability to work independently within a team environment;
- Criminal & Judicial Matters Record Check, Children's Aid Society Declaration/Release
- Possession of a valid driver's licence, \$2 million vehicle liability insurance and a clear Driver Abstract.

Please submit a cover letter (citing the reference # above) & resume by email to jobs@hnreach.on.ca by October 7th, 2024 to:

Lynn Tessaro, Human Resources Manager

Haldimand-Norfolk REACH

101A Nanticoke Creek Parkway, Townsend, ON, N0A 1S0

Website: www.hnreach.on.ca

*Only those selected for an interview will be contacted
Please contact us if you require accommodation
A United Way member Agency*



COME GROW WITH US

Join the REACH team to make a meaningful difference
in people's lives every day!