



**Canadian Mental
Health Association**
Lambton Kent
Mental health for all

**Association canadienne
pour la santé mentale**
Filiale de Lambton Kent
La santé mentale pour tous

**Integrated Payroll Administrator
1 Temporary Full-time Contract (Chatham Site)
Contract to run May 2019-September 2020**

The Canadian Mental Health Association Lambton Kent Branch is proud to serve the mental health needs of Lambton County and the Municipality of Chatham-Kent. Our vision is to have mentally healthy people in a healthy society. As a leader and champion for mental health, CMHA Lambton Kent provides services and facilitates access to the resources people require to maintain and improve mental health. Our efforts promote community integration, build resilience, and support recovery from mental illness.

The Integrated Payroll Administrator is responsible for CMHA Lambton Kent payroll responsibilities including the payroll functions for two community partners who purchase payroll services from the CMHALK. This position is responsible for daily payroll adjustments using Quadrant software; processing payroll; and ensuring timely and accurate payment to employees, benefit carriers, and government agencies.

Reporting to the Accounting Manager, the incumbent will be responsible for the following functions:

- Complete and manage all payroll functions for both the CMHA LK, CK CHC, and Lambton Wellness Health Centre;
- Ensure employees of all organizations are paid in accordance with their employee contract and/or collective agreement and in accordance policy;
- Manage all payroll statistical data for all organizations in accordance to Ontario Health Reporting Standards (OHRIS/MIS)
- Ensure all statutory source deductions (income tax, CPP, EI, EHT, and WSIB) are remitted to Canada Revenue Agency, Ministry of Finance and Workers Insurance board accurately and within the restricted timeframes
- Calculate and complete monthly pension reconciliation adjustments and ensure payment is made to the registered pension carrier.
- Complete monthly Benefit Reconciliation to ensure correct benefit amounts are being calculated and deducted in HRIS
- Management, reconciliation, and payment of other employee deductions (wage garnish, additional tax, donations, social club deductions, cell phone reimbursement, etc.)
- Maintain and complete monthly Vacation reconciliations to upload to the organizations financial software (Great Plains).
- Review and revised monthly payroll financial and payroll statistical reports and upload data from Quadrant HRIS (HR information System) to Great Plains
- Complete all necessary yearend payroll requirements including pension adjustments, issuing T4 or T4A income tax slips to all employees; annual reconciliation reports for CRA, EHT and WSIB .Other reporting as required; creating, revising, and distribution monthly reports to managers and senior leadership as required

Qualifications:

- Post-secondary education in Accounting or Related Business Degree with a minimum of 3 years of experience working in the field;
- Experience in the public or non-profit sector will be considered an asset;
- Valid Ontario Driver's License and access to a car.



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Skills required:

- Ability to perform mathematical calculations.
- Ability to ensure accuracy and attention to detail.
- Demonstrated organizational skills and the ability to maintain accuracy in a detailed environment.
- High degree of proficiency in Microsoft Office applications and experience in using the internet for resource information searches.
- Ability to determine work priorities and schedules multiple tasks, always ensuring core duties are addressed first.
- Demonstrated communication skills – excellent verbal, written and listening skills; ability to remain calm in high-pressure situations.

Hours of Work: 35 hours/week. Flexibility is required to meet the position requirements.

Salary Range: Commensurate with experience.

Applicants should submit a covering letter and resume by Monday, April 1st, 2019:

Lynne Whyte, CHRP, Human Resources Generalist

Canadian Mental Health Association
Lambton Kent Branch

240 Grand Ave West, Suite 100, Chatham, ON N7L 1C1

E-Mail: hr@cmhalambtonkent.ca

Please quote: Job Posting # 04-2019

Only applicants being considered for an interview will be contacted.

Canadian Mental Health Association – Lambton Kent is committed to a workplace reflecting the diversity of the community it serves and encourages applications from all qualified candidates, including women, members of visible minorities, Aboriginal Peoples and persons with disabilities. If you require an accommodation, we will work with you to meet your needs. This information is available in an alternative format upon request, to accommodate individuals with a disability. While we thank all applicants for their interest, only those selected for an interview will be contacted. If contacted for an interview, please inform us should accommodation be required.