

CAREER OPPORTUNITY

POSITION: Payroll and Scheduling Administrator	COMPETITION #: 2023-73
STATUS: PERMANENT FULL-TIME	LOCATION: Brockville, Ontario travel to satellite offices may be required
DATE POSTED: November 9, 2023	DATE CLOSED: November 24, 2023 (or until filled)
SALARY RANGE: \$29.44 to \$36.17 per hour commensurate with experience	
Please submit a cover letter and resume referencing the competition # to: CAREERS@LLGAMH.ca	

[Lanark, Leeds and Grenville Addictions and Mental Health](#) (LLGAMH) offers services and programs to people who are experiencing **addiction** and/or **mental health** issues. Our main site is located in [Brockville, Ontario](#) which is found along the beautiful St. Lawrence River in the heart of the famous [1000 Islands Region](#). LLGAMH has offices throughout the counties of Lanark, Leeds and Grenville including Brockville, Smiths Falls, Kemptville, Prescott, Gananoque and more. Lanark, Leeds and Grenville represent a population of over 170,000 residents, with the majority living in rural environments.

The Payroll and Scheduling Administrator is responsible for the preparation and processing of payroll on a bi-weekly basis, including collecting and inputting payroll data, preparing reconciliations, creating and balancing payroll journal reports, investigating and correcting payroll anomalies and ensuring the Agency aligns with mandated payroll regulations and standards. This position is also responsible for coordinating the staffing and scheduling of the Agency including maintaining schedules, coordinating replacement staffing and data entry into the payroll system.

At LLGAMH, we are committed to living our values: ***Integrity, Compassion, Accountability, Respect, and Equality (ICARE)***.

Payroll Duties and Responsibilities

- Prepare and process bi-weekly payroll in accordance with collective agreement, legislation and payroll standards.
- Prepare and process annual employee T4's and summaries
- Reconcile and remit various remittances as
- Process regular and ad-hoc payments and Records of Employment (ROE's) in accordance with employment standards; submit ROE's electronically using ROEWeb.
- Complete and submit various reports annually such as HOOPP MDC report, EHT Annual reconciliation, WSIB annual report, Public Salaries Disclosure Report, etc.

Scheduling Duties and Responsibilities

- Schedule according to operational needs, consistent with the collective agreement and LLGAMH Policies.
- Identify current and future scheduling concerns and advise of options.

www.llgamh.ca

Main Office
25 Front Ave. W
Brockville, ON
K6V 4J2

Delta
18 King St.
Delta, ON
K0E 1G0

Gananoque
23 Mill St.
Gananoque, ON
K7G 2L5

Kemptville
2671 Concession Rd.
Kemptville, ON
K0G 1J0

Prescott
2652 County Rd. 2
Prescott, ON
K0E 1T0

Smiths Falls
179 Elmsley St. N.
Smiths Falls, ON
K7A 2H8

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- Generate, manage and revise master schedules, as required, regularly updating schedules to reflect position changes, leave requests, sick calls, and other leave of absences.
- QHRNet trainer; train employees on submitting availability, leave requests and updating demographic information.
- Coordinate and schedule training for new employees based on manager guidelines
- Maintain Contact Lists and Staff Trained List.

General Duties and Responsibilities

- Maintain and develop partnerships with key internal and external stakeholders.
- Review and ensure data is entered with accuracy and integrity.
- Ensure and maintain confidentiality of data.
- Other duties as assigned.

Education, Experience and Skills

- Completion of a two-year post-secondary program in business administration or a related field
- Certification with the Canadian Payroll Association or ability to obtain within twelve months of hire as a condition of employment.
- Three to five years direct payroll experience, working in a complex payroll environment with automated payroll software
- Knowledge of QuadrantHR (QHR), would be an asset.
- Experience working in a unionized environment, would be an asset.
- Knowledge of Canadian payroll standards, acts, and legislation and experience in application
- Superior customer service skills and the ability to communicate in a tactful, sensitive and helpful manner.
- Ability to adapt to rapidly changing priorities.
- Ability to maintain sensitive and confidential information in a healthcare environment.
- Knowledge of current legislation governing payroll and pension administration
- Exceptional communication skills.
- Organizational skills and flexibility to meet competing pressures.
- High level of independent decision-making ability.
- A clear understanding of and ability to demonstrate professional ethics, boundaries, and judgement.
- Above average proficiency with computer applications such as Microsoft Word, Excel, and Outlook.
- A satisfactory Criminal Reference Check.
- Proof of COVID-19 Vaccination

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