

Fairhaven is one of the leading-edge Long-Term Care Homes in Ontario. Come be part of an extraordinary, dedicated team that demonstrates core values, offering excellence in healthcare by improving the lives of our residents every day. The key to our success is our employees.

## **Full-Time Payroll & Finance Coordinator**

Reporting to the Finance Manager, The Payroll and Finance Co-Ordinator provides guidance in the Finance Division by ensuring the timely and accurate administering and processing of the bi-weekly payroll. As well, will assist in ensuring the accounts payable including payments for various employee benefits are processed in a timely manner. The position will also assist with the preparation of accounting entries related to the payroll. These responsibilities shall be carried out in accordance with Fairhaven's mission, vision, values and leadership philosophy, policies and procedures, collective agreements and applicable legislation and regulations.

### **RESPONSIBILITIES**

- Process the biweekly payroll for all Fairhaven employees.
- Maintain employee sick and vacation accruals and banks.
- Ensure all matters outlined in the Collective Agreements pertinent to payroll and benefits processing are adhered to.
- Ensure all documentation pertaining to payroll reconciles and all internal and external controls are met.
- Calculate and transmit all payments for payroll such as Receiver General, Employer Health Tax, OMERS, WSIB, 3<sup>rd</sup> party garnishees, and employee benefits.
- Process severance packages and Records of Employment as required.
- Set-up new codes in the payroll system as required.
- Calculate and process yearly uniform allowance.
- Process retro pays and/or grievance settlement payments as required.
- Prepare journal entries from the payroll system to the general ledger.
- Prepare invoices to unions and employees for payment of benefits as required.
- Prepare annual T4, T4As and Employer Health Tax reports as required.
- Maintain records and reports required for Ministry of Long-Term Care reporting and Statistics Canada.
- Responsible to oversee and administer OMER's annual reconciliation.



## QUALIFICATIONS

- Ontario College Diploma in Business Administration, Accounting preferred.
- Payroll Compliance Practitioner (PCP) an asset.
- Minimum three (3) years experience working in an accounting or financial role, performing payroll and financial accounting functions.
- Experience in reconciliation of payroll, payroll processing, debit memos, reporting and purchase order transactions.
- Experience in budgeting and analysis, interpreting and applying policies, procedures and collective agreements.
- Experience processing financial transactions, generating financial reports from a financial system, reconciling financial information, forecasting and process improvement.
- Effective communication, problem solving and conflict resolution.
- Proven organizational and time management skills.
- Proficient in Microsoft Office Excel and experience in all Microsoft applications.
- Knowledge of Microsoft Great Plains software would be an asset.
- Knowledge of Ministry of Health Long Term Care's Management Information Systems (MIS) as well as other provincial acts, regulations and various pertinent legislation would be an asset.

Interested candidates should forward their resume in confidence to:

Human Resources  
[careers@fairhavenltc.com](mailto:careers@fairhavenltc.com)

We appreciate receiving all applications however only those candidates selected for an interview will be contacted.

Please be advised that in order to be eligible for employment at Fairhaven, all new hires must have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada AND have received the final dose of the COVID-19 vaccine at least 14 days prior to start date. Medical exemptions or any other kind of requested exemption based upon Fairhaven's obligations pursuant to the Ontario Human Rights Code will be considered on a case-by-case basis.

Please note that if hired, your employment with Fairhaven will be contingent on receipt of a police and vulnerable sector screening free of criminal activities and satisfactory to Fairhaven's screening policy.

Fairhaven is an equal opportunity employer; accommodation will be provided in accordance with the Ontario Human Rights Code.

