

JOB POSTING

File #: Non-Un 11-063
Employee Group: Non Union
Work Location: St. Mary's of the Lake Hospital
Vacant Position: Payroll Assistant
Wage: \$26.688 - \$29.654
Status: **Temporary Full Time (up to 18 months)**

Posting Period:

January 19, 2012 – 3:30 p.m. to
January 26, 2012 – 3:30 p.m.

Please direct inquiries to:

Liseta Medeiros, Recruitment & Staffing Specialist, (613) 548-7222 x 2772

Apply in writing quoting file # in subject line to:

work@providencecare.ca

or send fax to: (613) 544.6036

Applications submitted by email to work@providencecare.ca will receive an automatic notice of receipt.

All applicants are required to include an up-to-date resume or summary outlining how their qualifications match position requirements.

All new hires to Providence Care must complete the Criminal Information Request/Vulnerable Sector Screen through your local Police Station. The cost is the responsibility of the applicant and this Criminal Information Request/Vulnerable Sector Screen must be successfully completed prior to the commencement of employment with Providence Care. Please note that this process may take a few days up to a few months to complete.

For a complete list of duties and responsibilities, please obtain a job description from Recruitment and

Job Summary:

To provide assistance with inputting and processing data in the computerized payroll system in order to meet deadlines with the processing of pays and payroll accounting functions, and providing pertinent and quality customer service to employees and other clients of payroll services while ensuring the accuracy, confidentiality and integrity of payroll information is maintained.

Qualifications:

- 2 year Community College Diploma in Business – Accounting
- Certification at Level 1 (3 courses) of the Payroll Management Certificate Program (PMCP) preferred.
- 2 to 3 years current experience with a computerized payroll system.
- Accurate keyboarding skills at 40 to 45 wpm.
- Excellent interpersonal skills and sensitivity to issues surrounding employee's pays.
- Excellent knowledge of payroll as it relates to overall accounting functions.
- Ability to understand and interpret union collective agreements as they relate to payroll.
- Proficient in the use of Excel, Word and basic knowledge of report writing tools associated with a payroll system.
- Current knowledge of government legislation pertaining to payroll, including statutory benefits, workers safety insurance board, etc.
- Ability to work both independently and within a team environment.
- Demonstrated ability to multi-task and prioritize workload in order to meet deadlines.
- Demonstrated ability to prioritize work effectively, manage a full work load and meet deadlines in a busy environment with frequent interruptions
- Demonstrated trouble shooting skills and ability to problem solve issues that may arise in carrying out the duties of this position
- Ability to follow written and verbal instructions
- Ability to work in a safe manner as per legislation, policies and guidelines
- Demonstrated client-centred focus and commitment to the Mission, Vision, Values and goals of the department and of Providence Care
- Demonstrated effectiveness as a team member through collaboration, respect and effective communication
- Demonstrated effectiveness working with minimal supervision with proven reliability and trustworthiness
- Demonstrated good physical condition to meet the physical demands of the position

Working Conditions:

- Extended periods of time sitting at a desk.
- Extended periods of time in front of a computer monitor.
- Extended periods of time keyboarding with constant interruptions.