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| Payroll Accounting Analyst, Human Resources - 1 position | Posting #: 50059                    |
| Human Resources  | Posting Date: February 27, 2023     |
| St. Joseph's Hospital - London, ON                       | Submission Deadline: March 08, 2023 |
| Full Time  | Jennifer Pasichnyk, Human Resources |
| Non-Union  |                                     |

The Payroll Accounting Analyst ensures all third-party vendor expenses for payroll and benefits are reconciled and paid in an accurate and timely manner.

Key responsibilities include completing bi-weekly and monthly reconciliations and remittances, validation of required deductions, tracking any arrears that may occur and ensuring collection occurs. This role is responsible for coordinating the PAP (pre-authorized) payments of premiums for pension and benefits for employees who are retired or are on a leave of absence.

This position also is responsible for the annual reconciliation of pension contributions with our external provider (HOOPP) to ensure timely and accurate pension statements are available to all employees enrolled.

#### Essential Qualifications

- Graduate of a recognized college diploma program in a related field (i.e., accounting, math, etc.)
- Certification as a Payroll Compliance Practitioner (PCP) with the Canadian Payroll Association
- Minimum three years of analytical payroll experience within a large organization with strong knowledge of accounting, human resources, compensation and benefit practices
- Comfortable working with large spreadsheets and significant amounts of data
- Demonstrated knowledge of full-cycle payroll processes and reconciliations
- Strong analytical and problem-solving skills
- Excellent oral and written communication skills
- Advanced computer skills in Excel and intermediate level in MS Word
- Superior organizational and time management skills
- Ability to work collaboratively in a team-based environment
- Committed to principles of confidentiality and customer service focused
- Performs with a high level of accuracy using discretion, integrity and confidentiality
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

#### Preferred Qualifications

- Previous experience with HRIS and payroll systems (PeopleSoft preferred)
- Previous experience working with a third party payroll vendor preferred
- Proficiency in French would be an asset

#### Teaching and Research

- St Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

#### Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine and a written commitment to follow any future Public Health recommendations and St. Joseph's Health Care London policies and processes related to Covid management in the workplace.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

*Your interest in this opportunity is appreciated. Only those under consideration will be contacted.*