



HAS AN OPENING FOR THE POSITION OF

Payroll & Finance Clerk

(1.00 FTE – 37.5 HRS/WEEK)

LOCATION: Fort Frances, Ontario

\$53,067.00 - \$62,430.00

Position Summary:

Under the direction of the Corporate Development and Finance Lead, the Payroll/Finance Clerk is responsible for payroll, finance, and administrative duties within the organization. In keeping with the philosophy of the CMHA the incumbent must perform these duties while maintaining and supporting a congenial work environment.

Essential Duties:

- By-weekly processing of payroll for all employees. This includes ensuring compliance with organizational approved salary grids and other organizational policies.
- Responsible for the maintenance and accuracy of employee information in organization's payroll system. Including, but not limited to employee rates of pay, benefit deductions and processing of benefit bank transactions.
- Calculation and reconciliation of mandatory government remittances, and other voluntary organizational benefits. Examples are EI, CPP, Income Tax, WSIB, EHT, Pension, etc. according to government regulations and organizational policy.
- Prepares annual T4's, WSIB reconciliations and issues required Record of Employment (ROE).
- Assists with employee scheduling and ensures appropriate approvals and documentation on file as per CMHAFF policy and procedures.
- Payroll and A/R data entry into financial accounting systems.
- Prepare tax receipts, donation letters, and participates in fundraising initiatives. Employee will be the administrator of our Canada Helps donation platform under the direction of the Corporate Development and Finance Lead.
- Processes Accounts Payable for CMHAFF.
- Assist Corporate Development and Finance Lead with month end reporting and reconciliations for presentation to the Board of Directors.
- Administrative duties such as clerical, mail receipt, and delivery. Acts as a backup for the compilation and distribution of Board Agendas and Minutes according to organizational policies as directed.
- Assists Corporate Development and Finance Director and Lead in the completion of the quarterly and annual financial reporting requirements to the MOHLTC/LHIN.
- Assists with the collection, analysis, collation and preparation of statistical performance indicators.
- Other accounting, financial and administrative support as required.
- Completes required documentation in a timely manner and in accordance with prescribed agency, Ministry and legal standards.
- In conjunction with the Director of Corporate Development and Finance and the Corporate Development and Finance Lead employee will compile information for annual organizational audit as needed related to payroll, accounts receivables and other areas as directed.

Qualifications:

- A degree or diploma in payroll administration, finance, business, or another related administrative field. Canadian Payroll Association certifications or working toward CPA certifications is an asset.
- Minimum three years employment experience in a payroll, finance, administrative role or combination would be an asset.
- Demonstrated proficiency in Microsoft Office program essential.
- Strong written and oral communication skills.
- Strong computer and presentation skills.
- Strong organizational and time management skills.
- Ability to work individually and as a team member.
- Ability to liaise with clients, family members, professionals and agencies of varying ideologies.

- Proof of current registration in their professional designation.
- Valid driver's license and access to a vehicle, agency prescribed auto insurance, valid first aid/CPR certificate.
- Current Vulnerable Sector Criminal Record Check

Qualified applicants are asked to submit a resume and cover letter outlining their experience to:

Selection Committee
Canadian Mental Health Association, Fort Frances Branch
P.O. Box 446
Fort Frances, Ontario P9A 3M8
Fax: (807) 274-2473 Email: tsinclair@cmhaff.ca.

Position will be opened until filled

We would like to thank everyone for their application, but only those selected for an interview will be contacted.

CMHAFB offers a comprehensive benefits package including membership in the Healthcare of Ontario Pension Plan (HOOPP), starting vacation entitlement of four (4) weeks per year, competitive health, dental, Life, LTD, compressed work week and excellent work-life culture.

CMHAFB welcomes applications from individuals with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.