



Part-Time Payroll/Accounts Payable Clerk – Non-Union

Posting No: 2017-05
Posted: January 27, 2017 to February 3, 2017
Reports to: Chief Financial Officer

Position Description:

This dual role will share responsibility for the hospital payroll, maintenance of payroll and scheduling systems, liaise with hospital employees in regard to enlistment in and administration of benefits.

This role will also share responsibility for the accurate filing and matching of invoices, receiving slips and purchase orders, coding and input into the Financial (AP) System and preparing and distributing payment.

Responsibilities:

- Process vendor invoices, credits and payments in an Ormed environment.
- Process the bi-weekly payroll for approximately 110 union and non-union staff in a computerized environment.
- Including but not limited to:
 - Enroll and maintain employee payroll and benefits data
 - Timely preparation, submission, reporting and reconciliation of payroll and benefit plans, premiums, source deductions, surveys, T4's, EHT's, ROE's and WSIB forms and remittances
 - Prepare and assist with schedules and rotations
 - Provide clerical support to the Finance department

Qualifications (Education, Experience, Abilities):

- A post-secondary diploma in Business Administration, Payroll Management or equivalent,
- A minimum of 2 years' experience in a computerized payroll environment; VirtuoPay and Staffright
- Knowledge of payroll related regulations and legislation
- Excellent organizational skills and the ability to multi-task in a fast paced environment
- Detail oriented and the ability to work with tight deadlines
- Experience with benefits administration and unionized environments
- **Current Police Check/Vulnerable Sector Screen and immunization status required upon hire.**

South Huron Hospital Association is committed to providing a safe, healthy and inclusive work environment that inspires respect. SHHA encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

Interested applicants may forward a resume and covering letter to:

Human Resources
South Huron Hospital Association
24 Huron Street West
Exeter, ON N0M 1S2
Email: human.resources@shha.on.ca Fax: 519-235-3405

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted.

