ADMINISTRAIVE ASSISTANT - PAYROLL

The Ottawa-Carleton Association for Persons with Developmental Disabilities (OCAPDD) has an exciting opportunity for the position of Administrative Assistant – Payroll.

OCAPDD is a leader in the Developmental Services sector in Ontario, supporting over 900 people with developmental disabilities to successfully live in the communities of Ottawa & Cornwall. This support is provided by a dedicated team of over 650 employees.

One (1) full-time permanent position is currently available:

JOB TYPE: Permanent full-time
HOURS OF WORK: 35 hours per week
SCHEDULE: Monday to Friday
AVAILABLE: Immediately
SALARY: $24.71 per hour
LANGUAGE DESIGNATION: Unilingual English
UNION: CUPE, Local 1521

SUMMARY:

Under the supervision of the Payroll Supervisor, the Administrative Assistant, Payroll is responsible for all aspects of the payroll function. Processes the bi-weekly payroll, verifies payroll change requests and distributes pay notification slips. Completes ROE, WSIB and other government legislated documentation. The Administrative Assistant, Payroll prepares T4’s, liaises with employees, the HR Department and WSIB representatives on WSIB claims. The Administrative Assistant, Payroll, reconciles and submits payments for payroll deductions and other remittances to the appropriate parties.

ACCOUNTABILITY:

The Administrative Assistant, Payroll reports to and is accountable to the Supervisor of Payroll.
EDUCATION AND EXPERIENCE:

Canadian Payroll Association (CPA) Certification, and:

Community College Diploma or University Degree in finance and/or administration and one (1) year experience relevant to the job responsibilities.

OR

Canadian Payroll Association (CPA) Certification, and:

Community College Diploma or University Degree and a minimum of five (5) years of experience relevant to the job responsibilities.

COMPETENCIES:

- Effective oral and written communication skills.
- Proven time management and organizational skills
- Knowledge of Microsoft Windows environment and proficiency in Microsoft Office Suite.

Deadline for applications is March 11, 2022

Please send applications to AAPayroll@ocapdd.on.ca.

OCAPDD would like to thank all applicants who apply, however will only contact those candidates being considered for interviews.

COVID-19 Considerations:
All newly hired employees will be required to be fully vaccinated as a condition of employment, subject to the duty to accommodate under the Ontario Human Rights Code.

All employees are provided with appropriate Personal Protective Equipment (PPE).

OCAPDD is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace. OCAPDD offers accommodation for applicants with disabilities in its recruitment processes. Should you require accommodation, we will work with you to meet your needs.