



**PARKDALE  
QUEEN WEST**  
Community  
Health Centre

**Parkdale Queen West Community Health Centre** (Parkdale Queen West CHC) is a dynamic, community-based health care organization serving mid-west downtown Toronto. Offering a broad range of services, including primary health care, dental care, harm reduction, health promotion, counselling, and community development programming, we are also committed to serving people who face barriers to health care and we strive to reduce these barriers.

## **Payroll & Benefits Specialist**

This newly created role would be a great career move for a payroll and benefits professional who shares our passion for making a difference and sees this position as an opportunity to contribute to a vision of ***Inclusive Communities. Responsive Healthcare. Healthier Lives.***

Reporting to the Director, Finance and Operations, you will be accountable for the integrity, accuracy, timeliness and effective operation of a bi-monthly payroll – for both union and non-union staff – and the internal administration of an employee benefits program which also includes a defined benefit pension plan. A strong communicator and collaborative problem-solver, you will liaise with colleagues in Finance and partners in Human Resources to ensure compliance with financial policies and the effective resolution of employee issues.

You will have an applicable post-secondary diploma or degree, with a strong preference for certification in Payroll Administration (CPA/PCP), or recognized equivalent work experience, and at least 3 years in a Payroll and Benefits capacity, within a Finance or HR division. As a result, you are fully competent with a customized Payroll/HRIS system (preferably Ceridian and/or Dayforce), and bring a solid understanding of employment standards, provincial legislation and CRA regulations.

Equally important, you have a track record of creating process improvement and efficiency, and can work independently and meet often-tight deadlines. Proficiency in MS Office (Word, Excel and Outlook) is a given.

If you are interested in joining with a creative and dedicated team to make things better, we want to hear from you. Please send your resume and cover letter in a single document (MS Word or PDF format, only) to [hring@ctchc.com](mailto:hring@ctchc.com), by **May 17, 2019**, quoting "Payroll & Benefits Specialist" in the subject line.

We truly appreciate your interest; however, only those candidates selected for an interview will be contacted. Please also note that the successful candidate will be required to provide a criminal reference check as a condition of employment.

*PQWCHC is committed to the principles of access and equity. PQWCHC is committed to reflecting the diversity of the communities it serves and we encourage applicants who reflect Toronto's ethnic and cultural diversity. We welcome and encourage applications from all qualified candidates, including people with disabilities. Accommodations are available on request. Parkdale Queen West CHC is in full compliance of the Ontario Human Rights Code and does not discriminate on the ground of records of offenses.*