



VACANCY

Applications are invited from qualified individuals to fill the following position:

**One (1) Permanent Full-Time
Payroll Officer –Payroll Department
NBRHC – NORTH BAY**

Reporting to the Manager Total Compensation, the ideal candidate will be an organized, highly flexible individual who can perform with minimal supervision, has excellent verbal and written communication and interpersonal skills with an ability to deal with confidential and sensitive issues in a professional manner. The applicant must have excellent time management skills, the ability to be versatile and adjust quickly in a fast-paced environment to multiple work patterns.

Qualifications include:

- Graduate of a Community College in a 2 or 3 year Accounting Program and/or Business Program with focus on Accounting and Payroll required
- Recent (minimum 3 years) payroll experience in a large payroll setting of 500 or more employee's
- Experience and knowledge of the reporting of electronic EI record of employments required
- Ability to reconcile all payroll-related balance sheet accounts, including liability accounts and receivables against the Hospital's General Ledger required
- Ability to review timesheets for accuracy with the guidelines provided required
- Ability to input data quickly and accurately (10 Key Data Entry, 8000 kph/95% accuracy) required
- Advanced proficiency in Excel program required (Excel Testing/75% accuracy) required
- Ability to reconcile employee benefits required
- Must be able to carry out all aspects of the job with minimal direction and supervision, have superior analytical and time management skills required
- Must have the ability to function in a demanding and changing environment under tight deadlines required
- Knowledge of Hospital's Pension plan preferred
- Ability to assist Payroll Analyst with other related clerical duties and projects as assigned required
- Excellent communication and interpersonal skills required
- Good attendance and work record required
- Bilingualism (English / French) an asset

Criminal Reference Check including the Vulnerable Sector Check:
recent within six (6) months is a requirement

Interested candidates are asked to submit your resume and cover letter quoting File NU C-22-035 to: careers@nbrhc.on.ca

*We are an equal opportunity employer. We thank all applicants for their interest.
An acknowledgement will be sent only to those candidates who will be interviewed.*

North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.