

# JOIN THE NBRHC TEAM!

## One (1) Permanent Full Time

### Lead Payroll Officer–Payroll Department

#### NBRHC – NORTH BAY

Reporting to the Manager Total Compensation, the ideal candidate will be an organized, highly flexible individual who is responsible for ensuring the accuracy of payroll preparation and organizing the workflow of duties in the payroll office. Be able to perform with minimal supervision, have excellent verbal, written communication and interpersonal skills as well as analytical and problem solving skills. Have the 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 team 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
- PCP Designation required
- Recent (minimum 5 years) payroll experience in a large payroll setting of 500 or more employees
- Experience and knowledge of the reporting of electronic EI record of employments required
- Experience working with in a unionized environment
- Ability to analyse timesheets for accuracy with the guidelines provided
- 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)
- Experience and knowledge of benefit plan administration with the ability to reconcile employee benefits
- Knowledge of define pension plans a requirement and the Hospital's Pension plan preferred
- Must be able to work with a team and organize the work flow of the payroll team in carrying out all aspects of the job with minimal direction and supervision and have superior analytical and time management skills
- Must have the ability to function in a demanding and changing environment under tight deadlines
- Ability to analyse and reconcile all payroll-related balance sheet accounts, including liability accounts and receivables against the Hospital's General Ledger required
- Current Non-Violent Crisis Intervention (NVCI) Certificate required (training delivered by Health Centre upon hire)
- Ability to assist Payroll Analyst with other related analytical duties and projects as assigned
- Excellent communication and interpersonal skills required

- Good attendance and work record required
- Bilingualism (English / French) is an asset

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

**Interested candidates are asked to submit their cover letter and resume to:**

[careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca) quoting file [NU C-24-50](#)

**The posting will remain open until the positions are filled.**

Please note these postings are subject to change without notice. An acknowledgement will be sent only to those candidates who will be interviewed.

***NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.***

***The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.***

*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.*

**We are an equal opportunity employer. We thank all applicants for their interest.**

## **THE ORGANIZATION**

North Bay Regional Health Centre (NBRHC) is a unique health care organization with three primary roles: providing acute care services to North Bay and its surrounding communities, functioning as the district referral centre providing specialist services for smaller communities in the area, and it's the specialized mental health service provider serving all of northeast Ontario. At more than 400 beds, our state-of-the-art regional health centre has over 150 physicians, 2300 employees and 250 volunteers.

For more information about the NBRHC, visit [www.nbrhc.on.ca](http://www.nbrhc.on.ca)

## **THE COMMUNITY**

North Bay is located 3.5 hours north of Toronto, just north of the district of Muskoka, and 3.5 hours west of Ottawa. With a population of 54,000 and a catchment area of 180,000, it is a safe and welcoming community that offers a healthy and balanced environment for working, living and raising a family. North Bay is situated on the shores of two large lakes (Lake Nipissing and Trout Lake) and boasts beautiful scenery and four distinct seasons. Whatever your interests are, you will have access to numerous activities and amenities within minutes from your home—reclaim your work-life balance and join us!

To see more of beautiful North Bay and learn about our lifestyle, visit [www.northbay.ca](http://www.northbay.ca)