



**INTERNAL/EXTERNAL  
JOB POSTING**

**Bilingual, Finance Assistant - Payroll and Benefits (Full-time, 5 days/week)  
Corporate Services**

The Finance Assistant – Payroll and Benefits provides support to the Finance Coordinator. Primary duties include comprehensive payroll and benefits processing, year-end T4 processing and assistance with internal and funder reporting.

**Essential Requirements:**

- College diploma/certificate in Business Administration – with a focus on Compensation and Benefits Administration or equivalent.
- Three years relevant payroll experience, pension plan and group benefits plan administration.
- Proficient with Windows based computer systems, particularly MS Excel, MS Word, Human Resource Information System (HRIS) and Payroll software.
- Excellent interpersonal skills, good written and oral communication skills in both English and French.
- Ability to work independently with high accuracy and efficiency.

**Desirable:**

- Experience working in not-for-profit, community-based health or social service agency.
- Experience with Ceridian-Dayforce payroll processing for more than 100 employees.
- Experience with SAGE 300 (AccPac) accounting software.
- Bookkeeping experience.

**Language Designation**

English, written and spoken

French, written and spoken

Start date: ASAP

Salary range: \$42,250-\$50,904/year

Pension and Benefits: Excellent benefits package including Healthcare of Ontario Pension Plan (HOOPP)

**How to “express an interest” for this opportunity:**

Submit your letter of interest along with your résumé on or before **June 12, 2018 by 11:59pm** to [jobs@centretownchc.org](mailto:jobs@centretownchc.org).

Please note the following:

- The subject line of your email should read “Finance Assistant – Payroll and Benefits”
- The file name for your resume should read:“(last name)\_(first name)\_ Resume
- The file name for your cover letter should read: “(last name)\_(first name)\_ Cover Letter

We thank all applicants but regret that we can only contact those to be invited to an interview.

Candidates with a disability requiring accommodation during the application and/or the interview process should contact us at [jobs@centretownchc.org](mailto:jobs@centretownchc.org) so arrangements can be made. CCHC is an equal opportunity employer and values diversity in its workforce and as such all applicants are welcome.