

University Settlement

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Charitable #: 119279412RR0001



Over 100 Years of Service in the Community

FINANCE AND ADMINISTRATION DEPARTMENT JOB DESCRIPTION

JOB TITLE/POSITION: Human Resources & Payroll Administrator
DEPARTMENT: Finance and Administration
REPORTS TO: Director of Finance and Administration

Reporting to the Director of Finance and Administration, the Human Resources & Payroll Administrator maintains and oversees all aspects of Human Resources & Payroll administration for approximately 150 part-time and full-time staff located in multiple sites and several departments of University Settlement. The position requires a high degree of professionalism, discretion and maturity and is responsible for the Agency's Human Resource Information System, coordinating hiring and onboarding activities, payroll, compensation and benefits administration, record keeping and providing information and support to Managers and employees regarding Agency policies and HR programs.

RESPONSIBILITIES:

GENERAL

- Responsible for general HR duties, including employee correspondence, onboarding, monthly/annual/requested reports, maintaining and updating HR files for all employees, and HR analysis
- Ensures legislation changes and updates are properly integrated into HRIS system working with system provider to ensure accuracy and timeliness
- Maintains the highest degree of confidentiality with regard to sensitive employee information, management information that is not available to non-management employees, Union negotiations, workplace investigations and performance and disciplinary actions

OPERATIONAL

- Maintains staff phone directory and email lists and administers correspondence to "all staff" as requested by management
- Establishes and oversees a tracking system for required employee certifications, including expiry and renewal dates, and provides quarterly reports to affected Directors/Managers
- Administers and maintains confidential employee and other HR related files; employee benefits plan and GRSP's plan
- Responsible for maintaining, updating and distributing Employee Handbooks and Policies annually or more frequently if required, ensuring employee acknowledgements are completed as required
- Responsible for the planning and implementation of various HR related receptions and recognition events including annual United Way Campaign
- Administers Leave programs and maintains up to date knowledge on various approved leave programs (e.g. Parental and Sick Leave), government regulations, EI requirements and employer top up provisions
- Supports and provides managers and employees with information regarding Agency policies, HR programs, administration, and interpretation to ensure policies and procedures are managed consistently and in a timely manner

- Maintains and updates Key Contact List for all payroll and HR related suppliers and government agencies
- Promotes Employee Assistance Program to increase overall organizational wellness
- Monitors and reports on changes to HR legislation and issues pertaining to HR management
- Coordinates Exit Interview process for Director of Finance and Administration
- Coordinates Performance Appraisal process with Managers, ensuring appraisals are conducted on an annual basis using approved Agency tools and systems
- Assists with insurance claims and correspondence with employees and department managers regarding the Early and Safe Return to Work Program
- Other duties as assigned

UNION

- Provides data and reports to the Management Negotiating Committee during collective agreement bargaining with CUPE
- Ensures compliance with employer obligations under Collective Agreement with respect to Union Dues Check-off, Parental Leave, Vacation Scheduling, Supplementary Sick Leave Benefits and Supplementary Unemployment Benefits
- Coordinates production and distribution of Collective Agreement updates in both hard and electronic copy
- Maintains CUPE seniority and contact information lists and provides the Union with all HR reports required as per the Agency's Collective Agreement in a timely manner

PAYROLL

- Processes semi-monthly payroll, including payroll changes and reconciliation
- Responsible for the Human Resource Information System (Dayforce), ensuring accurate entry and query of employee information including employee timesheets, vacation, sick leave, compensatory time and other leave
- Responsible for overall accurate and timely employee information management within HRIS (Dayforce) system
- Responsible for regular journal entries for payroll and for year-end payroll reconciliation
- Ensures statutory deductions at source are completed accurately and remitted timely to regulatory government bodies

HIRING/ONBOARDING

- Maintains up-to-date knowledge of recruiting tools, including online recruiting resources, internet solutions, third party job boards, job fairs, and in-house systems to identify and recruit top talent
- Working closely with managers, coordinates all hiring activities, including updating position descriptions, posting, arranging interviews, maintaining library of interview guides, assessments, offer letters, and when requested, vetting and shortlisting candidates and participating in interviews
- Prepares and maintains hiring guides and interview question matrices for all positions
- Responsible for completing hiring packages, including police checks and police check updates as outlined in the Agency's Police Check Policy
- Maintains library of accurate and current job offer templates for contract, part-time, full-time and management roles
- Responsible for employee onboarding, including WHIMIS, Accessibility Standards, and Health & Safety training and follows up with all newly hired and promoted employees within 90 days to ensure that all Agency onboarding requirements have been met for the position

REPRESENTS THE AGENCY

- Actively participates in the Staff Engagement Committee
- Actively participates in the Return to Work and Accommodations Committee; the Health and Safety Committee, performs safety inspections, and audits; and the Joint Job Evaluation Committee and supports the work of the committee
- Participates in agency wide events

QUALIFICATIONS:

- College certificate or University degree in HR or related field or equivalent combination of education and experience
- One to three years related experience in Human Resources and payroll preferably in a non-profit unionized environment
- High degree of discretion, tact and good judgement
- Good all-round computer skills with a working knowledge of the Microsoft Office software ACCPAC accounting system and Ceridian Dayforce HRIS/Payroll system
- Ability to work independently and on several concurrent projects with a high degree of accuracy, efficiency and autonomy
- Knowledge of, and experience with, relevant human resource legislation including Employment Standards Act, Human Rights Code, Labour Relations Act, Pay Equity Act
- Excellent analytical skills and attention to detail
- Proven ability to effectively communicate to staff about benefits, human resource legislation, and specific needs of staff about issues affecting them
- Proven ability to handle confidential information with discretion
- Demonstrated ability to identify HR needs as they arise and work with management to identify potential solutions.
- Excellent interpersonal and verbal and written communication skills

TERMS OF EMPLOYMENT:

Vulnerable Sector Police Reference Check, satisfactory to University Settlement is a requirement of this position. University Settlement employees are required to be fully vaccinated against COVID-19 as a condition of employment.

SCHEDULE: 35 hours a week

DETAILS: Non-unionized position

University Settlement is an equal opportunity employer. We would like to thank everyone for their interest in this position, however, only those chosen for an interview will be contacted.

Please send your resume and cover letter to info@universitysettlement.ca.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.