



Addiction & Mental Health Services | services de lutte contre les dépendances et de santé mentale
Kingston Frontenac Lennox & Addington

Position:	Financial Analyst - Payroll	Competition Number:	2022-053
Hours of Work:	Monday to Friday	Reports to:	Finance Manager
Vacancies:	One (1)	Hourly Rate:	\$ 36.23 - \$ 44.08
Job Status:	Temporary Full-time – 1 Year	Union/Non-Union:	Non-Union
Location:	Kingston, Ontario		

Job Summary:

Reporting to the Finance Manager, the Financial Analyst - Payroll is a key member of the Finance and Operations team who works collaboratively to deliver consistent, accurate, and timely payroll information while providing excellent customer service to all internal and external stakeholders.

The incumbent will ensure the preparation and process of payroll on a bi-weekly basis, as well as ensure accuracy of all payroll accounts. This position will provide a support to the Executive Director, Operations, the Finance Manager and the Leadership Team in the Agency's annual operating planning process, external audit and decision support.

In addition, the Financial Analyst-Payroll will support all Ministry of Health and Long-Term Care and other Funder reporting requirements. All services are provided in accordance with relevant policy and legislation and with the mission, vision, values of AMHS-KFLA which supports support an environment of continues improvement in order to achieve operational efficiencies.

Key Responsibilities:

- Administration and accounting of all aspects of the payroll file including entitlements ensuring adherence to all legislative and statutory requirements
- Managing and monitoring compensation, benefit and pension information, including advising and assisting staff and Managers
- Supporting and completing monthly and annual reconciliations of payroll ledger and remittance accounts
- Develop and prepare ad-hoc and routine analytical reports to support decision making
- Maintaining confidential comprehensive electronic payroll records and documentation in accordance with best practice
- Supporting monthly and annual duties of the Finance team, including ministry reporting, budget and audit.
- Provides excellent customer service to internal and external stakeholders
- Other assigned duties as required

Minimum Qualifications & Experience:

- Three-Year College Diploma in Relevant Field with a University Degree in Accounting, Business or Commerce preferred
- Three years related work experience
- Completed or enrolled in Payroll Compliance Practitioner (PCP) or Certified Payroll Manager (CPM) an asset
- Completed or working toward a professional accounting designation (CPA-CGA, CPA-CMA, CPA-CA) an asset
- Previous, relevant experience in the hospital/healthcare environment or a unionized public sector service organization an asset
- Experience with computerized Human Resources Information System, proficiency with ADP Workforce Now preferred
- Experience with computerized financial programs and Microsoft Dynamics/Great Plains report writing
- French Language proficiency, written and verbal, an asset

Knowledge, Skills and Abilities:

- Knowledge of and ability to apply applicable employment legislation, statutory requirements, and the Collective Agreement between Ontario Public Service Employees Union and AMHS-KFLA
- Knowledge of and the ability to apply generally accepted accounting principles, business practices and applicable legislation
- Ability to provide excellent customer service, support in payroll matters to individuals possessing varying levels of expertise and experience
- Proficiency in MS office suite of software included advanced Microsoft Excel skills
- Proven ability to collect, organize and disseminate significant amounts of information with attention to detail and accuracy including financial records
- Sound critical thinking, verbal and written communication, interpersonal, prioritization and decision-making skills
- Effective time management skills to address competing demands and regularly occurring deadlines
- Demonstrated ability to work effectively both independently and collaboratively with a positive customer service mind-set
- Demonstrated commitment to professional growth and development of self and others
- Required to provide a satisfactory criminal and vulnerable sector reference check prior to start date
- Ability to work flexible hours at month-end, quarter-end, year-end and during audit

*Please submit a resume and cover letter as one document only quoting **Competition Number 2022-053**
by June 2, 2022 to: careers@amhs-kfla.ca*

Please Note: AMHS-KFLA has a vaccination policy which requires proof of all required doses of a COVID-19 vaccine approved for use in Canada or proof of medical exemption, consistent with the criteria outlined in the policy prior to their employment. A copy of the policy can be made available upon request.

AMHS-KFLA strives to be a diverse and inclusive workplace. We encourage applications from all candidates who would contribute to the diversity of our community and enhance our ability to provide quality services to our clients.

We are committed to accessible employment practices. If you require an accommodation to fully participate in the recruitment and selection process, please inform Human Resources to discuss your individual accessibility needs.