



## NOTICE OF JOB OPPORTUNITY

**Position:** Payroll Officer  
**Status:** Permanent Full Time  
**Hours of Work** 40 Hours per week Monday to Friday  
**Responsible to:** Director of Finance  
**Date Required:** March 2, 2020  
**Posting Date:** January 17, 2020

Saint Vincent's Nursing Home, an independent not-for-profit, community-governed continuing care centre located in the heart of Halifax is seeking a permanent, full-time payroll officer to join our team!

### **POSITION SUMMARY:**

Reporting to the Director of Finance, the payroll officer is responsible for accurate processing, maintaining and updating all payroll and benefits information and records while acting as a resource for employees on inquiries relating to compensation and benefits.

### **DUTIES AND RESPONSIBILITIES:**

- Preparing and processing various aspects of payroll on a bi-weekly basis while adhering to processing deadlines;
- Processing benefit enrollment forms and coordinating all required paperwork to be sent to third parties;
- Performing year-end activities, T4 reporting, and external audit preparation.
- Administering group benefit insurance programs and group pension plan.
- Communicating with staff and management in a confidential and courteous manner and handling any payroll and benefits related inquiries.

### **QUALIFICATIONS/EXPERIENCE/EDUCATION:**

- Payroll Compliance Practitioner (PCP) or equivalent training and experience.
- Minimum of three years of experience working as a payroll administrator
- Experience with Sage 300, Staff Schedule Care and Microsoft Office considered an asset
- Knowledge of the Health Association Nova Scotia Group Benefits and Nova Scotia Health Employees' Pension Plan
- Strong understanding of applicable payroll legislation and ability to understand collective agreements.
- Interest and/or previous experience working with the elderly or in a long term care facility.
- Excellent problem resolution, time management & communication skills.
- Able to multi task in a fast-paced, yet rewarding environment.
- Strong organizational skills, and ability to work independently.
- Demonstrated regular attendance at work.

We offer a competitive compensation package including group health and dental, benefits, pension plan, family and employee assistance program among other benefits.

If you believe you meet our requirements, we want to hear from you!

Quoting competition number **PAY-001-CB** apply in writing to [employment@svnh.ca](mailto:employment@svnh.ca) on or before January 26, 2020. Only applicants who meet the above qualifications will be contacted for an interview.