



## Job Posting Reference #: NU/2024/07

### Lennox and Addington County General Hospital Non-Union Position: Payroll Officer Full-Time Vacancy

**Area of Assignment:** Finance

**Basic Function and Scope:** As a member of a multidisciplinary team, the incumbent maintains and operates the hospital payroll and co-ordinates payroll information for various departments in the hospital.

**Hours of Work:** Monday to Friday (with flexibility to meet the needs of the Hospital)

#### Qualifications:

Education:

- College Diploma in Business Administration and/or certification by the Canadian Payroll Association

Experience:

- At least three years of hands on experience with payroll, ideally in a health care setting. Knowledge of payroll system is required.

Responsibilities:

- Reviews all payroll input data for accuracy and completeness, including all master file changes originated by Payroll.
- Ensures that legislated changes are entered into the payroll system in a timely and accurate manner.
- Ensures correct distribution of salaries and benefits to expense centres.
- Ensures accuracy of sick control banks and vacation banks for verification to personnel records.
- Performs all retroactive calculations.
- Balances year-to-date totals for preparation of T4's.
- Ensures that payroll direct deposits are completed bi-weekly.
- Ensures all employee deductions, such as Income Tax, C.P.P., U.I.C., E.H.T., W.C.B., are submitted on a timely basis to the Accounting Department for completion of payment.
- Prepares payroll statistical information.
- Prepares various reports for Ministry Funding and utilization of resources.
- Attends seminars concerning payroll and prepares interpretive reports.
- Ensures that employee master files are complete and accurate at all times.
- Enters employee timecards submitted by departments in HRIS.
- Upload payroll files to WSI budgeting tool
- Types, copies and distributes documents as required by the Payroll Manager.
- Performs adhoc tasks as assigned by the Payroll Manager and Director Financial Services
- Regular attendance at work;
- Serves on departmental and related Committees.
- Performs related duties as assigned by the Payroll Manager or Director Financial Services or his/her substitute.
- The above duties are representative but are not to be construed as all-inclusive.

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### **Other Pertinent Conditions:**

Demonstrated commitment to continuing education; sound knowledge of group management, strong leadership and team building skills; ability to function in crisis situations.

### **Physical Requirements:**

The applicant must be able to meet the physical demands of this position.

**The Lennox and Addington County General Hospital is an equal opportunity employer providing a barrier free workplace supported by the Hospital's Accessibility Plan. Persons with disabilities may request accommodation at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the position. Applicants need to make their requirements known when contacted. If you are interested in applying, please submit your updated resume and cover letter quoting the job posting reference number in the subject line to [hr@lacgh.napanee.on.ca](mailto:hr@lacgh.napanee.on.ca). For a complete list of duties, responsibilities or inquiries please contact Human Resources at the contact information listed below.**

**The Lennox and Addington County General Hospital is a smoke/vape free organization.**

**If you are interested and possess the qualifications listed above, you are invited to apply in writing to:**

**Human Resources, Lennox and Addington County General Hospital,  
8 Richmond Park Drive, Napanee, ON K7R 2Z4.  
Phone: 613-354-3301 ext. 456  
Fax: 613-354-0729  
Email: [hr@lacgh.napanee.on.ca](mailto:hr@lacgh.napanee.on.ca)**

**We thank all applicants, however, only those selected for interviews will be contacted.**