

Job Posting

Payroll Administrator

Position Status: Permanent Full-Time

Hours of Work: Monday – Friday, 35 hours/week (occasional evenings or weekends as needed)

Starting Salary: \$29.20 per hour (in accordance with organizational salary grid; annual increases as per grid progression)

Location: Main Office (201 Jogues Street, Sudbury, ON, P3C 5L7)

Our Children, Our Future / Nos enfants, notre avenir (OCOF/Nena) is a mission-driven organization dedicated to meeting the diverse needs of children, families, and communities through inclusive, impactful programs and services. Rooted in values and guided by long-term vision, OCOF/Nena operates with a clear focus on positive social change, professional excellence, and sustainable growth.

Why Should You Join OCOF/Nena?

At Our Children, Our Future/Nos enfants, notre avenir, we are committed to supporting our staff with meaningful benefits and a positive, inclusive work environment. When you join our team, you will benefit from:

- Annual Salary Grid Raises
- 50% discount on child care fees (and priority placement on childcare waitlist)
- Comprehensive Benefit Package including: dental, drug, vision and extended health care coverage (paid by the employer)
- Group RRSP Contributions (paid by the employer)
- Paid floater, sick and bereavement Days
- Paid professional development
- And more!

Responsibilities:

The Payroll Administrator is responsible for the accurate and timely processing of payroll and the maintenance of payroll systems and records. This role ensures data integrity, compliance with organizational policies and applicable legislation, and provides responsive support to employees and supervisors regarding payroll-related matters. Responsibilities also include supporting year-end payroll activities, assisting with payroll reconciliations, preparing documentation for audits, and providing backup support to the Manager, Payroll & Benefit Services and Benefits Administrator as required.

Qualifications and Skills:

I. Education & Certificates

- Post-secondary degree or diploma in Business Administration, Accounting, or a related field, or an equivalent combination of education and experience.
- Payroll Compliance Practitioner (PCP) designation or working towards certification is considered an asset.
- Willingness to pursue professional development is considered an asset.
- A satisfactory current Criminal and Judicial Matters Check (CPIC Level 2) will be required upon hire and in accordance with organizational policy.

II. Experience

- Minimum of two (2) years of experience in payroll administration or a related financial/HR administrative role.
- Experience processing payroll using payroll systems (e.g., ADP) in a multi-employee, multi-location environment.
- Experience with time and attendance systems (e.g., Synerion) is considered an asset.
- Experience reviewing, reconciling, and validating payroll data for accuracy.
- Experience processing Records of Employment (ROEs) and ensuring compliance with payroll regulations.
- Demonstrated experience maintaining accurate payroll records and handling confidential information.

III. Skills

- Ability to work fluently, orally and in writing, in both official languages, French and English (an asset).
- Excellent organizational skills, attention to detail, and ability to manage multiple priorities while meeting strict deadlines.
- Strong interpersonal and communication skills with the ability to respond professionally to employee and supervisor inquiries.
- Ability to maintain confidentiality and handle sensitive payroll information with discretion.
- Ability to analyze payroll data, identify discrepancies, and support timely resolution of issues.
- Ability to exhibit tact, diplomacy, and sound judgement when handling sensitive payroll matters.
- Proficiency in Microsoft Office Suite, particularly Excel, Word, and Outlook, and the ability to adapt to new financial systems.
- Strong data entry accuracy and records management skills.
- Ability to work independently as well as collaboratively as part of a team.

How to Apply:

Please submit your application to:

Attention: Tina Gareau, Manager, Payroll & Benefit Services
Subject Line: Payroll Administrator
By Email: Hiring@ocof.net

This posting will remain open until the position is filled.

Equity, Accessibility & Recruitment Transparency:

Our Children, Our Future / Nos enfants, notre avenir (OCOF/Nena) is an equal opportunity employer committed to building an inclusive, diverse, and accessible workplace. We encourage applications from Indigenous, Black, racialized, 2SLGBTQ+, and differently abled individuals, as well as members of equity-deserving communities.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation is available throughout the recruitment and selection process. Applicants are encouraged to make their needs known in advance.

This recruitment process may use automated tools or artificial intelligence to support application screening and candidate review. These tools do not replace human decision-making in the hiring process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.