



Payroll Administrator

Full-time · Permanent · Non-Unionized

We are seeking an experienced **Payroll Administrator** to join our team and work collaboratively with one other Payroll Administrator to support all payroll and benefits responsibilities for a diverse employee population. This role plays a key part in ensuring accurate, timely payroll processing and responsive employee support in a unionized environment.

Available from: March 16th, 2026
Salary: \$28.98 to \$33.93 per hour, (Annual- \$53,511.00 to \$63,163.50) + 6% RRSP
Compensation Includes: 4 weeks of annual vacation, Health and Dental, Paid sick leave, Personal Days, Special leave
Hours: 37.5 hours per week
Location: 700 Industrial – hybrid model remote work and office
Closing date: February 27th, 2026
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary above market rate
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of salary
- ✓ 18 days of sick leave per year and 9 days of special leave, including 2 personal days
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through workshops, mentorship programs and courses, to upgrade skills, and develop new areas of expertise
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Prepare, verify, and process bi-weekly payroll for regular, part-time, and temporary employees, including pay and benefit transactions related to status changes, salary revisions, leaves of absence, terminations, retirements, and severance
- ✓ Maintain accurate work schedules and attendance data to support payroll processing and reporting
- ✓ Review and prepare statements of earnings, ensuring accurate calculation of gross and net pay, statutory and voluntary deductions (taxes, union dues, garnishments, insurance, RRSPs)
- ✓ Administer payroll and benefit payments through Ceridian Dayforce, including electronic funds transfers and ongoing data maintenance
- ✓ Administer payroll for partner companies using QuickBooks and PowerPay
- ✓ Manage benefits administration, including enrollments, changes, premium adjustments, annual rate increases, and employee support; liaise with benefit providers (e.g., Canada Life) to resolve issues and answer employee inquiries
- ✓ Support mass salary increase implementations (e.g., WEG, COL) and other payroll-wide changes
- ✓ Prepare, verify, and process documentation related to benefit programs and RRSP plans
- ✓ Complete year-end payroll activities, including T4 preparation, reconciliation, and adjustments
- ✓ Process Records of Employment (ROEs) and respond to employee and Service Canada inquiries
- ✓ Provide guidance to employees on payroll, benefits, and collective agreement provisions related to payroll
- ✓ Prepare reports, summaries, and statistical data related to payroll and benefits for the Payroll Supervisor
- ✓ Collaborate closely with the Payroll Supervisor to improve Dayforce efficiencies and participate in system enhancements and projects
- ✓ Contribute as a team member by supporting other administrative functions and completing related duties as assigned

To qualify for this role you have...

- ✓ Minimum of 3 years of experience in a similar role, processing Full Cycle payroll, independently, for 300+ employees, including year end activities (T-4s, audits, ROEs, reconciliations) in Ontario
- ✓ Experience with Payroll systems with integrated timekeeping and HRIS, such as Dayforce, Powerpay, or similar large-scale platforms
- ✓ Experience working within a unionized environment and interpreting collective agreements
- ✓ Payroll Compliance Practitioner (PCP) Designation is required or actively working toward, to be completed by 2027
- ✓ Working Knowledge of the **Employment Standards Act** (ESA) and other payroll related legislation
- ✓ Strong technical skills, with the ability to learn and adapt to new software
- ✓ Proficiency in Microsoft office (word, excel, outlook, sharepoint, teams, etc.)
- ✓ Strong attention to detail, organizational and problem-solving skills, and ability to prioritize competing deadlines
- ✓ Strong communication skills (written, oral, comprehension)
- ✓ Proficient French language skills (an asset)
- ✓ Excellent interpersonal skills, self-starter, collaborative
- ✓ Demonstrated understanding and application of strict confidentiality requirements

We are an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca.

APPLY TODAY!