

FRED DOUGLAS LODGE

POSITION – HR PAYROLL COORDINATOR

DEPARTMENT Administration

TITLE: HR Payroll Coordinator

QUALIFICATIONS:

- Minimum of 2 years Human Resource experience in a unionized environment required. Other suitable combinations of education and experience may be considered.
- Experience in a health care environment preferred.
- Knowledge on the interpretation and application of collective agreement provisions and human resource policies such as progressive discipline up to and including termination.
- General knowledge of all aspects of human resources services and employee administration.
- Experience with an HRIS system is required.
- Minimum 1-year practical payroll experience in a computerized payroll environment including a thorough knowledge of legislated sources deductions.
- Practical experience in the administration of employee benefits, including pension and dental and health plans.
- Practical experience in working with and interpreting Collective Agreements as it relates to scheduling, payroll, and benefits.
- Strong interpersonal and communication skills – both written and oral.
- Very strong organizational skills, including ability to prioritize workload and work independently.
- Demonstrated ability to work accurately and systematically.
- Strong working knowledge of Microsoft Word, Excel, and Outlook
- Ability to adapt readily to stressful situations and tight deadlines.

POSITION SUMMARY: Works closely with Management and works within the framework of Human Resources. Works within the framework of the Society's philosophy, policies and procedures, standards and applicable legislation. **This position requires a current satisfactory Criminal Record Check, including Vulnerable Sector Search and Adult Abuse Registry Check as a condition of employment**

Maintains Employee Personnel Files

- Creates employee file on hire and maintains all demographic, pay, benefits and performance documentation in file.
- Updates system for any pay rate and vacation increments, or changes to benefits.
- Ensures all personnel records, whether paper or electronic, are maintained in a secure environment to prevent any breaches of confidentiality.
- Ensures destruction of personnel records follow Society policy and government legislation.

Maintains Master List of Position Control

- Maintains the master list of position control numbers for both Fred Douglas Lodge and Heritage House.
- Create and delete positions based on requests from Director of Care, Manager of HR and CEO.
- Ensure staff movement into and out of positions is captured in order to track who is in the position.

Prepares and Submits Bi-weekly Payroll to Service Provider

- Responsible for updating and maintaining system for any employee demographic and pay information.
- Submits payroll file.
- Inputs manual timecard information from Heritage House into system for pay submission.
- Reviews bi-weekly payroll reports for any errors or omissions prior to paystub distribution.
- Prepares and submits any special pays resulting from errors, omissions and off pay-week payments.
- Works with department managers and staff to resolve and payroll errors and compiles information to correct.

Other

- Performs other related duties as required, not to exceed skills and capabilities.

HOURS OF WORK: 1.0 EFT - 77.5 Biweekly Hours
Current Location: Administration

APPLY TO: lho@freddouglas.ca

DATE & TIME OF POSTING Tuesday, August 4, 2026, 1500 hours