

BLUE DOOR

Title: Payroll and Accounting Specialist**Job Status:** Full Time 40 hours**Job Region:** All Blue Door Locations**Equipment:** Computer, telephone, calculator, Reliable Vehicle/Valid Driving License/Insurance.**Salary:** \$50,000-\$60,000

Blue Door is a not-for-profit registered charitable agency governed by a volunteer Board of Directors. We have been an integral part of our community providing essential emergency shelter services since 1982. Blue Door's mission is to support people who are at risk of or experiencing homelessness to attain and retain affordable housing.

Job Summary

Reporting to the Director of Finance, this person is responsible for accurate and timely payroll processing, including reconciliation and year-end tax preparation, for Blue Door. The incumbent will collaborate with HR, monitor payroll expenses, identify cost-saving opportunities, and contribute to financial analysis. The person will support month-end and year-end financial activities, addressing employee inquiries and assisting in external audit preparation for Blue Door.

Responsibilities

- Responsible for timely processing of all aspects of bi-weekly and weekly payroll in ADP and Sage. This includes but is not limited to day-to-day processing, ROE prep, manual cheque/off-cycle payroll processing, preparing journal entries, processing third-party remittances, and responding to general ledger inquiries.
- Perform professional analysis and reconciliation of payroll-related transactions.
- Prepare and issue year-end employee tax slips or forms in compliance with relevant tax regulations.
- Submit government filings accurately and punctually to meet all required deadlines.
- Stay informed about changes in tax laws and employment regulations to ensure compliance.
- Collaborate effectively with HR and cross-functional stakeholders to facilitate the seamless delivery of benefits, vacation, PN accruals, and other payroll services.
- Address and resolve inquiries from employees and management regarding payroll matters.
- Monitor and analyze expenses related to payroll against the budget, providing insights to aid in the preparation of cost forecasts and budgets.
- Proactively identify cost-saving opportunities and efficiency improvements within the payroll process.
- Ensure databases are accurately set up and regularly updated to reflect the current employee base.
- Participate in special projects as required.
- Reviews operating budget monthly, comparing actual performance to budget; analyses variances and identifies problem areas to the Director, Finance, and to the Senior Manager, Finance.

- Provides financial and expense analysis as needed, in particular, for complex funding structures.
- Prepares, for review by senior management, numerous year-end and other periodic reports as required by major funding sources; identifies financial requirements associated with each grant and works with the Director, Finance Manager, and/or Program Directors as necessary to ensure compliance.
- Assist in reporting deadlines (annual, semi-annual, quarterly, monthly) as required by various Blue Door funders/grantors.
- Assist in month-end, quarter-end, and year-end closing of all financial activities.
- Assist with the preparation of all necessary documents for the external annual audit.
- Other duties as assigned.

Respect and Professionalism

- Maintain professionalism in the workplace.
- Working cooperatively alongside and supporting all Blue Door team members and departments.
- Adherence to the mission, vision, policies and procedures of the agency.
- Able and willing to promote harm reduction practices in accordance with core standards.
- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Utilizes effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Fosters positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Provides referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.

Occupational Health & Safety

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.

Qualifications

- Bachelor's degree in accounting, Finance, or related field.
- 1+ years of payroll experience especially in ADP and Sage
- Completion or in pursuit of the Payroll Compliance Practitioner (PCP) certification, in affiliation with the National Payroll Institute.
- Strong knowledge of payroll regulations, tax laws, and compliance requirements.
- Exceptional attention to detail and ability to maintain confidentiality.
- Proficient in using payroll software and Microsoft Office - Excel.
- Excellent communication and interpersonal skills

We are always working towards continued improvements with the hope of creating and fostering a work culture where people want to be and see the impact of their work.

Blue Door is committed to the development of a staff and leadership team that reflects the incredible diversity of the communities we serve. We promote the principles of intersectional anti-racism and anti-oppression and adhere to the tenets of the Ontario Human Rights Code. We both welcome and encourage applications from members of groups with historical and/or current barriers to access and equity, including Indigenous, Black and racialized people, members of 2SLGBTQIA+ communities, people with disabilities, and people with lived experience of homelessness. Blue Door is a unionized work environment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Doors AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to hr@bluedoor.ca