



EXECUTIVE ASSISTANT, FINANCE (Payroll and Accounting)

REPORTS TO: Director, Finance
STATUS: Permanent, full-time (35 hours/week) - Non-Union
HIRING RANGE: \$65,000 - \$70,000 per year
LOCATION: 1300 Yonge Street, Toronto, ON

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

The position is responsible for providing payroll administration and accounting services assistance to the OHTN. The position will support and process payroll using Ceridian Powerpay, maintain accounts payable and receivable, make deposits, assist in preparing draft financial statements and assist in preparation for the annual audit. The incumbent works in close collaboration and with the support of the Director of Finance to ensure complete ethical, legal and financial compliance with policies, practices and guidelines as established by the Ontario Ministry of Health and the OHTN Board of Directors.

As part of the administrative team, non-financial duties may include organizing courier services, photocopying, scanning, filing, mail distribution and reception support.

The Executive Assistant, Finance is also responsible for performing the same functions to support the financial reporting of HQ Health Hub (an independent registered charity that is currently receiving in-kind support from OHTN)

Payroll Processing

- Assist bi-weekly payroll processing including:
- Processing payroll file, setting up new hires, calculating and paying retroactive increases and pay raises
- Managing benefits deductions including pension and employees' benefits, government deductions, and vacation entitlements
- Completion of Government forms including ROE's, T4's, T4A's, etc.
- Calculating and processing severance payments, as required
- Maintaining year-to-date reports and schedules
- Support timely remittance of payroll deductions such as:
- Monitoring source deduction & EHT remittances being made by Ceridian
- Determining benefit deductions (monthly and as invoiced)

- WSIB (monthly)
- Participate in annual reconciliations with external agencies' records:
- Receiver General (when issuing T4's and T4A's)
- HOOPP (MDC report)
- EHT and WSIB

Coordination of Accounting Services

- Processing and paying bills
- Filing and maintaining vendor information
- Maintaining and updating vendor files
- Preparing semi-Annual HST rebate submission
- Participating in the development of budget
- Assisting with the preparation of the annual submission of audited settlement forms
- Assisting with preparation and submission of annual reconciliation report
- Coordinating all banking transactions
- Assisting with preparation of annual external audit and participate in the annual external audit

Undertakes General Duties such as:

- Organizing courier services
- Photocopying, Scanning and Filing
- Organizing mail distribution
- Carrying out other duties as assigned

ABOUT YOU

- A post-secondary diploma or certificate in related field and/or equivalent experience combination preferred
- Minimum 3 years of experience as a bookkeeper, financial coordinator, payroll, preferably in the not-for-profit sector
- Demonstrated experience in full-cycle payroll processing (payroll certification an asset)
- Experience with payroll functions, understanding of benefits, pensions and government deductions
- Demonstrated experience working with Quickbooks desktop in a networked system
- Demonstrated experience working with Ceridian Powerpay in a networked system
- Demonstrated experience working with Excel
- Excellent computer skills working within a Microsoft Office networked environment, email systems and the internet
- Excellent communication skills, both written and oral
- Ability to work independently within a team-based setting

HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to careers@ohrn.on.ca

- Please use the “**2024.03 – Executive Assistant, Finance (Payroll and Accounting)**” as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file

APPLICATION DEADLINE: SUNDAY MAY 5TH, 2024

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.

All new OHTN employees are required to be fully vaccinated against COVID-19 as a condition of employment in accordance with the OHTN’s workplace COVID-19 vaccination policy, unless they are exempt on the basis of medical or other grounds pursuant to the Ontario Human Rights Code. Successful applicants will be required to provide proof of vaccination or proof of a documented medical exemption as part of the hiring process.

The OHTN is committed to employment equity and to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome those who strive to understand and appreciate the diversity of our network, population, and community. We encourage applications from persons living with HIV/AIDS and people with culturally diverse backgrounds to join our team.

We are also committed to fostering inclusion and accessibility in all areas of our work. If you require accommodation during the hiring process, we will work with you to meet your needs.