



FULL-CYCLE BOOKKEEPER AND PAYROLL ADMINISTRATOR

REPORTS TO:	Director Finance
STATUS:	Permanent, Full-time
SALARY RANGE:	C\$70,000 – C\$95,000 (annual)
VACANCY TYPE:	New Position
LOCATION:	1300 Yonge Street, Toronto, ON (Hybrid)
EMPLOYEE GROUP	Exempt

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

Reporting to the Director, Finance, the Full-Cycle Bookkeeper and Payroll Administrator is responsible for the accurate and timely delivery of day-to-day bookkeeping and payroll processes. This hands-on role manages bi-weekly payroll, accounts payable and receivable, journal entries, bank and balance sheet reconciliations, payment processing, government remittances, payroll records, and related financial documentation.

The position requires an experienced bookkeeping and payroll professional who can work independently, manage recurring deadlines, investigate discrepancies, and maintain accurate, audit-ready records. The incumbent will also assist the Director, Finance with month-end activities, audit preparation, routine filings, and process improvements. This is a hybrid role requiring a minimum of three (3) days per week in office at the OHTN's Toronto location.

JOB RESPONSIBILITIES

Payroll Administration

- Execute full-cycle bi-weekly payroll processing end-to-end, including new hires, pay changes, retroactive adjustments, vacation/leave balances, and termination pay calculations.
- Administer payroll remittances and reconciliations (e.g., source deductions, EHT, WSIB, pension/benefits), ensuring accuracy, timeliness, and audit-ready documentation.
- Maintain payroll records, year-to-date schedules, and supporting documentation; respond to payroll inquiries with professionalism and confidentiality.
- Leverage Dayforce functionality to maintain pay data integrity, troubleshoot issues, and produce payroll reports required for finance and compliance.

Accounting Operations (end-to-end execution)

- Process accounts payable and receivable transactions, maintain vendor records, and ensure appropriate coding, approvals, and supporting documentation.
- Prepare and post journal entries; complete bank and balance sheet reconciliations; investigate and resolve discrepancies.
- Coordinate banking transactions, deposits, and payment processing, maintaining a clean audit trail and strong control practices.
- Administer Canadian payroll compliance processes end-to-end, including ROE preparation, T4/T4A reporting support, benefit and pension deductions, and government remittances.

Audit and Compliance Support

- Assist with preparing audit schedules, supporting documentation, and reconciliations for annual external audit and any funder/Ministry reporting requirements.
- Prepare routine filings and reconciliations (e.g., HST rebate submissions and other required returns where applicable).

Continuous Improvement and Special Projects

- Identify opportunities to improve templates, controls, and process workflows (payroll, AP/AR, close, reporting) and implement changes in collaboration with the Director, Finance.
- Contribute to cross-functional finance-related projects as assigned (systems, reporting enhancements, documentation standardization).

ABOUT YOU

- Post-secondary education in accounting, bookkeeping, payroll, finance, business administration, or a related area, or an equivalent combination of education and relevant experience.
- Payroll Compliance Professional (PCP) designation or bookkeeping certification is preferred.
- Minimum five years of experience performing full-cycle bookkeeping, accounting administration, and Canadian payroll processing.
- Demonstrated experience with accounts payable and receivable, journal entries, bank and balance sheet reconciliations, payroll remittances, and year-end payroll activities.
- Experience in a nonprofit, public-sector, health-sector, or government-funded environment is considered an asset.
- Demonstrated experience with Quickbooks desktop.
- Strong proficiency in Excel and financial systems is required; experience with Dayforce HCM or another major Canadian payroll system is considered an asset.
- Strong analytical, organizational, and problem-solving skills.
- Ability to communicate complex financial information to diverse audiences.

WHY WORK WITH OHTN

Defined Benefit Pension (HOOPP)

Eligible employees can participate in the **Healthcare of Ontario Pension Plan (HOOPP)**, a defined benefit pension plan that provides predictable retirement income for life. Eligibility begins on your date of hire as a full-time employee.

Benefits and Wellness

Employees and their eligible dependents have access to a comprehensive employer-paid benefits program, paramedical services, including prescription drugs including extended health, dental, and life insurance, and a 24/7 Employee Assistance Program (EAP).

HOW TO APPLY

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

- Please use **"2026.16 – Full-cycle Bookkeeper and Payroll Administrator"** as the subject line
- Your cover letter and resume should be attached as a single PDF file

Applications will be reviewed on a rolling basis and early applications are encouraged.

The deadline to apply is OCTOBER 5TH, 2026

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. The recruitment process may include an on-site written assessment, professional reference checks, and on-site interview(s) as part of the overall candidate evaluation. The posted range reflects the full salary band for the role. Starting salary will be determined based on experience, qualifications, and internal equity. Artificial intelligence may be used in the screening of applications.

We welcome those who strive to understand and appreciate the diversity of our network, population, and community. Committed to Anti-Racism and Truth & Reconciliation efforts, the OHTN is dedicated to treating everyone respectfully and fairly. We are also committed to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome applications from persons living with HIV/AIDS and from diverse backgrounds - no matter their race, ethnicity, sex, gender identity and expression, sexual orientation, nationality, socioeconomic status, religion, caste, language, age, and health or other status - to join our team.

We continuously act to implement our Anti-Black Racism and Truth & Reconciliation plans and our DEI policy, fostering equitable, inclusive and accessible processes throughout our entire organization. If you require any accommodations during the hiring process, please do not hesitate to let us know and we will work together to meet your needs.