FINANCE ADMINISTRATOR

Job Type: Full-time (40 hours per week)
Salary: $45,000-$50,000.00 based on experience
Location: Prosserman JCC 4588 Bathurst Street, North York, ON

Are you meticulous at data entry? Do you have a strong attention to detail? Are you able to work effectively in a fast-paced environment? Do you want the opportunity to grow within a thriving Jewish community organization? Then we need you to play a critical role in ensuring the accuracy and integrity of our data records.

Are YOU our Finance Administrator?

The Finance Administrator is responsible for the accurate and timely semi-monthly payroll administrative functions for the Schwartz/Reisman Centre and the Prosserman JCC (full-time, part-time and seasonal staff). The position also includes acting as a resource person for employees and responding to a variety of payroll and time tracking inquiries, managing all complex payroll administrative challenges, payroll onboarding for new hires as well as ensuring the integrity of the data entered in the HRIS system and HRIS reporting. In addition, the Finance Administrator is responsible for supporting data entry and processing of other Finance related functions. As part of the Finance team, the incumbent will work closely with others, maintaining a high level of confidentiality and professionalism.

Key Responsibilities

- Coordinate with program departments to ensure the complete collection of new hire documents.
- Setup new hires in system once all sign-up documents have been received; create HR onboarding login details and communicate with new hires.
- Respond to all payroll related questions from employees in a timely manner, including confirmation of employment letters upon request, including password resets.
- Maintain digital personnel files ensuring high levels of confidentiality in accordance with JCC policies and procedures and digitalize the "old" paper personnel files.
- Update all payroll changes such as promotions, increases, terminations, and incentive-based compensation.
- Process Records of Employment.
- Review leave requests (vacation, sick, ESA approved, etc.) and ensure appropriate tracking for all staff.
- Assist with verifying part time employee time tracking.
- Assist in preparing required semi-monthly/monthly reports.
- Update and maintain email distribution lists for internal JCC Newsletters.
- Complete IT new hire and termination forms
- Assist with all Audits and T4 preparation and distribution.
- Work closely with both HR and Finance teams to ensure proper processes are followed.
- Other data entry and administrative tasks assigned by the HR and Finance teams as needed.

What you do well

You can work autonomously with extremely close attention to detail and adherence to deadlines and process, while holding yourself and others accountable. You understand the importance of building relationships and supporting others. Your core values are aligned with the JCC vision and mission, and

you are willing to go the extra mile to make a meaningful impact elevating People and Culture in the JCC, fostering a strong sense of teamwork.

About the Jewish Community Centre
At the Jewish Community Centre ("the JCC"), you are part of something bigger. You matter.

The JCC is an open, inclusive, and welcoming community, where belonging is everything. The JCC has become one of the largest platforms for engagement and connection to community in the Greater Toronto Area; a place where multiple generations can strengthen their body, mind, and soul. Programs include arts and culture, aquatics, recreation, education, sports, fitness, daycare, day camp, and more. For over 100 years, JCCs have been serving Jewish communities around the world. There are over 300 JCCs globally and 150 in North America. 1.5 million people enter a JCC each week in North America.

In the JCC's recently completed Strategic Plan, it set a bold and ambitious goal that, by 2026, the number of people engaging with the Prosserman JCC and the Schwartz/Reisman Centre will triple as the JCC becomes the center of a thriving Jewish community. We are on a growth path of transformative change so that, when we're done, 75,000 people annually will experience the JCC's new mission; to be a hub of community, dedicated to the enrichment of Jewish life through meaningful shared experiences.

Bonus Points
Experience using **Ceridian Dayforce Payroll** platform, experience using **Ceridian HR Onboarding** platform.

What you will receive
The opportunity to work with some of the most passionate, driven, and effective community builders and educators in Toronto. Be part of a culture that will continue to challenge and empower you to keep learning and growing.
What else can you expect?
- Swim, workout, and enjoy all our classes, programs, events, and performances with a free Membership to the JCC
- Generous staff discounts on paid programs like summer camp, swimming lessons, personal training, competitive sports leagues, etc.
- Medical and dental insurance through Equitable Life- the JCC pays 65% of the premium
- Free parking
- Time Off:
  - Paid time off (PTO) for sick days, and vacation.
  - The JCC Administrative office is closed for all major Jewish holidays, as well as all statutory holidays.
- People-centered, flexible work environment that always puts your family and/or your personal life and overall well-being first.

To Apply:
We welcome all applicants. Accommodations during all phases of the hiring process will be made wherever possible. Please submit your resume and cover letter to Elaine Raifman, Assistant Director, Human Resources **elaine@srcentre.ca** no later than March 31, 2024. We will conduct rolling interviews.

We appreciate your application; however, we will only be contacting the candidates we wish to interview.

Don't self-select out if you're missing a bullet point or two of this job description from your resume. We

are open to candidates of all backgrounds and are committed to cultivating a diverse and inclusive team. If this job description energizes you, let's talk.