



**PAYROLL SPECIALIST
PROSSERMAN JEWISH COMMUNITY CENTRE**

Job Type: Full-Time Position (100% In-Person)

Salary: \$56,000-\$60,000.00

Location: Prosserman JCC, 4588 Bathurst Street, North York (Bathurst/Sheppard Area)

Are you a passionate community connector eager to make a meaningful impact on the Jewish community? Do you have experience with Payroll in a 400+ size organization? We're looking for a technically savvy Payroll Specialist with a customer service mindset to lead all aspects of Payroll for both the Prosserman JCC and the Schwartz/Reisman Centre.

Key areas of responsibilities include:

- Work autonomously and manage all aspects of semi-monthly payroll related functions for all full-time, part-time and seasonal staff to ensure timely and accurate processing according to scheduled commit dates for two Payrolls.
- Coordinate with all departments to ensure the complete collection of new hire documents.
- Set-up 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.
- Review all part time employee timesheet entries for accuracy and approvals.
- Prepare all required reconciliations and payroll registers for each semi-monthly pay.
- Process Records of Employment.
- Review leave requests (vacation, sick, ESA approved, etc.) and ensure appropriate tracking for all staff.
- Update and maintain email distribution lists for internal JCC Moments Newsletter.
- Assist with all Audits and T4 preparation and distribution.

What do you bring?

- 3+ years of Payroll experience required
- Payroll & Accounting certification/diploma attained or in progress
- Experience with a large payroll database within large company
- Experience using Ceridian Dayforce Payroll platform, experience using Ceridian Dayforce HR Onboarding platform, experience in HR admin a huge asset and will make your candidacy stand out
- Ability to work autonomously with exceptional organizational and time management skills with high attention to detail while managing multiple, concurrent deadlines.
- Exceptional interpersonal skills and ability to communicate effectively
- Commitment to the mission of the JCC and comfortable working for a non-profit organization.
- A passion and connection, knowledge and understanding of Jewish culture and/or willingness to learn.



Who We Are:

The Jewish Community Centre (JCC) is more than just a workplace—it's a vibrant hub of culture, connection, and community. As one of the largest engagement platforms in the Greater Toronto Area, we offer a diverse range of programs, including arts, fitness, education, daycare, summer camps, and more.

With a bold goal to triple our community engagement by 2026, we are on a transformative path to become the beating heart of Jewish life in the region. Join us in shaping the future of the JCC experience for 75,000+ people annually!

Perks & Benefits:

- Free JCC Membership – Access to our fitness centers, classes, and programs.
- Generous Staff Discounts – On summer camps, swimming lessons, personal training, and more.
- Comprehensive Health & Dental Insurance – 75% of the premium covered by the JCC.
- Paid Time Off (PTO) – Vacation, sick days, Jewish holidays, and statutory holidays.
- Work-Life Balance – A flexible, people-centered work environment that values your well-being.

Ready to Make an Impact? Apply Today!

We welcome candidates from all backgrounds and experiences—don't self-select out if you don't meet every requirement. If this role excites you, we want to hear from you!

Please submit your resume and cover letter to **Mari Beiles** mari@srcentre.ca no later than December 19, 2025 The JCC does not use Artificial Intelligence (AI) to screen, assess or select applicants.

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