



PAYROLL SPECIALIST

PROSSERMAN JEWISH COMMUNITY CENTRE

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

Salary: \$55,000-\$60,000 plus benefits and perks

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

Are you a payroll professional who thrives in complex environments and wants your work to truly matter? The Prosserman JCC and the Schwartz/Reisman Centre are seeking a technically skilled, service oriented Payroll Specialist to lead end to end payroll for two vibrant Jewish community centers. This is a highly trusted role for someone who enjoys ownership, accuracy, and collaboration supporting the people who make meaningful community work possible every day.

The Opportunity

The Payroll Specialist is an integral part of the JCC's Finance team, managing semi-monthly payroll for 400+ employees. You'll work closely with HR and business unit leaders to ensure a seamless payroll experience from onboarding to year-end—while maintaining the highest standards of compliance, confidentiality, and service.

What You'll Do

Payroll Operations

- Own and process two semi-monthly payrolls, ensuring timely and accurate payment for all employees
- Payroll includes full-time, part-time, and seasonal staff, plus two daycare unions with different collective agreements
- Manage payroll updates including promotions, salary increases, terminations, and incentive compensation
- Review and approve part-time timesheets for accuracy and authorization
- Prepare payroll reconciliations, registers, and required reports

Employee Support & Onboarding

- Coordinate with departments to collect and verify new-hire documentation
- Set up new employees in payroll and HR systems and manage onboarding access and communications
- Serve as the primary point of contact for payroll-related inquiries, including employment confirmation letters and system support

Records, Compliance & Reporting

- Maintain secure and confidential digital personnel files and lead the digitization of legacy paper records
- Process Records of Employment (ROEs)
- Review and track employee leaves (vacation, sick, ESA-approved, etc.)
- Support audits and year-end activities, including T4 preparation and distribution

Collaboration & Administration

- Produce lists and reports as required
- Contribute to continuous improvement of payroll and HR administrative processes

What You Bring

- 3+ years of payroll experience, ideally in a large, complex organization (400+ employees)
- Payroll or accounting certification/diploma (completed or in progress)
- Experience working with large payroll databases
- Hands-on experience with Ceridian Dayforce Payroll (Dayforce HR Onboarding experience is a strong asset)
- Experience with union payroll an asset
- Strong HR administrative experience is an asset



- Exceptional attention to detail, organization, and time management skills
- Ability to work autonomously while managing multiple priorities and deadlines
- Excellent interpersonal and communication skills
- Alignment with the JCC's mission and comfort working in a non-profit environment
- A connection to Jewish culture and community or a genuine willingness to learn

Why Join Us?

- Meaningful work that supports Jewish community life
- A trusted role with ownership and autonomy
- Collaborative, values-driven workplace
- Opportunity to make a real impact behind the scenes

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 January 30, 2026. 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.