



## **PAYROLL SPECIALIST**

### **PROSSERMAN JEWISH COMMUNITY CENTRE**

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

**Salary:** \$60,000-\$65,000 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](mailto:mari@srcentre.ca) no later than March 31, 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.**