



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)

Schedule: Monday–Friday Flexible Start & End Times

Build Your Payroll Career. Grow With the JCC.

Are you a payroll professional who loves getting the details right, solving problems, and taking ownership of your work?

If you are an expert with **Ceridian Dayforce Payroll**, enjoy working with people and numbers, and are ready for a role where you can take ownership and continue developing your expertise, we want to meet you.

What You'll Do

- Own and process accurate and timely semi-monthly payroll for 400+ employees
- Manage payroll across seven divisions and two legal entities
- Process both unionized and non-unionized payroll, including two daycare collective agreements
- Manage payroll changes including new hires, promotions, salary increases, incentives, leaves, and terminations
- Review timesheets and payroll data for accuracy and authorization
- Prepare payroll reconciliations, registers, reports, and supporting documentation
- Process Records of Employment (ROEs) and support year-end activities, including T4s
- Maintain accurate employee and payroll records while ensuring confidentiality and compliance
- Partner closely with HR on onboarding, employee changes, leaves, and employee records
- Be a trusted resource for employees and managers on payroll-related questions
- Support payroll audits, reporting, and Finance requirements
- Identify opportunities to streamline and improve payroll and administrative processes
- Help strengthen our use of Dayforce as our organization continues to grow

What You Bring

- 3+ years of hands-on payroll experience, ideally supporting a large or complex workforce
- Hands-on Ceridian Dayforce Payroll experience (Required)
- Experience managing or supporting payroll for a large employee population
- Experience with union and non-union payroll is a strong asset
- Strong understanding of payroll legislation, compliance, and year-end requirements
- Excellent attention to detail—you take pride in getting things right
- Strong organizational and time-management skills with the ability to meet firm deadlines
- A connection to Jewish culture and community or a genuine willingness to learn

Why Join the JCC?

Complexity That Builds Your Career

- Gain valuable experience managing a sophisticated payroll environment spanning seven divisions, two legal entities, multiple employee groups, and union and non-union operations.

Grow in Finance



- This is an opportunity to deepen your payroll expertise while gaining broader exposure to Finance, HR, reporting, compliance, and organizational operations.

Take Ownership

- You'll be trusted to manage an essential function and become a go-to payroll partner across the organization.

Be Part of Our Growth

- The JCC is growing, evolving, and strengthening how we support our people. You'll have the opportunity to contribute ideas, improve processes, and grow alongside us.

Who We Are

The Jewish Community Centre (JCC) is more than a workplace it's a vibrant hub of culture, connection, and community. Across the Prosserman JCC and Schwartz/Reisman Centre, our teams bring together fitness, education, early childhood, camps, arts, culture, and community programming that reaches 75,000+ people annually. Our people make that possible and our Finance team plays an essential role in supporting them.

Perks & Benefits

- Free JCC Membership: Access our fitness centres, classes, and programs
- Generous Staff Discounts: Summer camps, swimming lessons, personal training, and more
- Comprehensive Health & Dental Insurance: 75% of premiums covered by the JCC
- Paid Time Off: Vacation and sick days
- Jewish & Statutory Holidays Off
- Professional Growth: Build your expertise in payroll and gain broader exposure within Finance
- A collaborative, people-focused environment where your work has a direct impact

To Apply:

We welcome and encourage applications from all qualified candidates. Accommodation is available upon request throughout all stages of the hiring process and will be provided wherever possible. Please submit your resume to **Mari Beiles, HR Generalist, at mari@srcentre.ca no later than August 31, 2026. Please note that we shall be conducting 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. The JCC does not use AI in hiring selection.