



February 9, 2012

## INTERNAL/EXTERNAL POSITION POSTING #12-04

**POSITION:** Payroll and Finance Administrator (Full-Time)  
**PROGRAM LOCATION:** Richmond Hill  
**HOURS:** Monday to Friday 9:00 am – 5:00 pm, 40 hours per week.  
**SALARY:** \$37,398.40

---

*Community Living York South is committed to “supporting people with intellectual disabilities to live, learn, work, and participate in the community”. We envision a society where we all belong, where each of us is valued, celebrated and recognized as essential to the achievements and enrichment of us all. We are inviting applications from passionate individuals who apply a person-centered approach in creating dynamic 24-hour supports that foster meaningful and life enhancing achievements.*

---

### Qualifications:

Minimum of two years recent working experience in computerized payroll and/or accounting/financial systems. Post secondary education in payroll/human resources and/or business related subjects. Working knowledge of applicable employment legislation. Strong computer skills using the latest Windows operating system, Microsoft Office, payroll/human resources information software, and accounting software. Excellent interpersonal skills, and strong verbal and written communication skills. This position will suit a detail oriented and well-organized individual who is flexible, demonstrates good judgement, and has an ability to cope with the pressure of dealing with multiple priorities and meeting constant deadlines.

### Position Summary:

1. Maintain a computerized payroll/human resources information system.
2. Process a bi-weekly payroll for approx. 200 staff & people supported.
3. Assist with Human Resources functions.
4. Production of financial and statistical reports and summaries.
4. Assist with accounts payable/receivable.
5. Other duties as assigned.

**Reporting to:** Director of Finance - Steven Klein

**Start Date:** ASAP

**Please Quote Job Posting #: 12-04**

**Please send your letter of application and current resume to: 101 Edward Avenue, Richmond Hill L4C 5E5  
Fax: 905-737-3284 Attention: [careers@communitylivingyorksouth.ca](mailto:careers@communitylivingyorksouth.ca)**

**Close Date: February 23, 2012 – 4:00 p.m.**

*We thank all interested applicants, however, we will only contact those who best meet the requisite skills, experience and qualifications. No telephone inquiries please. Community Living York South is an equal opportunity employer. This may be posted externally at [www.communitylivingyorksouth.ca](http://www.communitylivingyorksouth.ca).*