



**PAYROLL ADMINISTRATOR & ACCOUNTING ASSISTANT
(6 MONTH CONTRACT)**

Donalda Golf & Country Club, founded in 1960, is a prestigious year round private club that offers a high standard of social, athletic and dining facilities to our members and their families. We are located in central Toronto.

We are seeking an experienced and detail oriented individual to join the Accounting team as **Payroll Administrator & Accounting Assistant for a 6 month contract** within a highly respected upscale private club. If you are a passionate individual with an eye for detail we would love to have you be a part of the Donalda team for this 6 month term contract. The position reports to the Director of Finance.

Please "Apply Online" at www.donaldclub.ca under the employment page and tell us how you would qualify as the candidate of choice. A detailed summary of qualifications are outlined below:

DUTIES & RESPONSIBILITIES:

Payroll

- Accurately set-up and maintain employee master file records and retain employee document files. Set-up and maintain employee information in the Enterprise and Jonas Systems.
- Review electronic timekeeping for accuracy in hours and authorization. Accurately transcribe employee hours and payroll data to the Payroll Input spreadsheet and enter payroll data to the payroll processing system. Accurately process payroll data for deposit to employee bank accounts and produce and distribute employee pay notifications on a biweekly basis. Ensure the record of manual payroll cheques representing payroll changes and adjustments are accurate and guarantee payroll account balancing subsequent to posting.
- Prepare an accurate monthly listing of payroll Benefits costs, Pension deduction, and costs including respective remittances to the Benefits carriers. Accurately maintain employee records for Pension and Benefits via the Internet on the carrier's website. Prepare and balance the monthly payments for HST, WSIB premiums, EHT premiums, Pension, Garnishee, and RRSP.
- Prepare annual reconciliations of government remittances, when due.
- Assist in the preparation of Pension Form 7 for pension carrier, as required.

- Provide Department Managers with bi-weekly reports of cost allocation from payroll. Prepare monthly Payroll Report on the computer payroll system and ensure accuracy of departmental values. Prepare payroll Source Deduction remittances and code to proper general ledger accounts, providing remittance form for Internet payment.
- Prepare and distribute government EI Records of Employment as required by law, accuracy of data produced by computer system.
- Prepare and maintain computer spreadsheets for the accurate recording of Sick Days paid and Vacation Days paid in accordance with Club policies.
- Prepare the Monthly Report of all hiring of employees to Government of Canada. Complete request for Service Canada for hours employees worked.
- Appropriately answer employee inquiries.
- Any other matters that relate to Payroll Administration as they may arise.

Accounting Assistant

- Execute Accounting analysis and reports, upon request

JOB SPECIFICATIONS/QUALIFICATIONS REQUIRED:

- Completion of High School Education (Grade 12) is required
- A Post-Secondary Education in Accounting is preferred
- Experience in Payroll administration required
- Computer skills: Highly proficient in Microsoft Office (Word, Excel and Outlook), the use of the internet, and accounting software
- Jonas experience an asset
- Excellent accuracy and attention to detail
- Strong analytical, organizational, and communication skills.
- Team player with a positive disposition
- Strong interpersonal and organizational skills
- Well groomed, mannerly, co-operative and outwardly friendly
- Punctual and reliable
- Fluent in English (Oral & Written)

Contract Terms

- 40 hours per week Monday through Friday
- 6 month contract – start date as soon as possible
- Competitive Hourly Wage
- One complimentary duty meal per eight hour shift
- Complimentary parking
- Accessible by TTC

Those individuals, who are interested in applying, please complete the Online Application form on our website at www.donaldclub.ca. No telephone calls please.

We thank all applicants for their interest and will only contact those selected for an interview.

Donalda Club is an equal opportunity employer. Accommodations for disabilities will be provided to support participation in all aspects of the recruitment process.