



**Supply
Ontario**

Supply Ontario is a new provincial agency with an ambitious mandate to transform and modernize the province's public sector supply chain management system.

Supply Ontario's vision is to build world-class capability that harnesses Ontario's buying power to enable economic development, province-wide resilience and value for Ontarians. We are currently establishing our initial operations, building our foundational infrastructure and planning for how the agency can best provide services. To learn more about Supply Ontario, please visit www.supplyontario.ca.

Diversity, Inclusion and Belonging are important values of the organization, where each employee is respected and valued for their differences. Every employee brings unique skills, background and experiences to Supply Ontario, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or ability. These diverse and different perspectives enrich our organization and our working life.

La diversité, l'inclusion et l'appartenance constituent des valeurs importantes de l'organisme, où tous nos employés sont respectés et estimés pour leurs différences. Chaque employé apporte des compétences, des antécédents et des expériences uniques à ApprovisiOntario, sans égard à sa race, à son origine nationale ou ethnique, à sa couleur, à sa religion, à son âge, à son sexe, à son orientation sexuelle, à son identité de genre ou à sa capacité. Ces points de vue diversifiés et différents enrichissent notre organisme et notre vie professionnelle.

PAYROLL SPECIALIST

Supply Ontario is seeking a Payroll Specialist to support the organization in its start-up phase and beyond. You will be joining an agency that is committed to transforming and modernizing public procurement in Ontario to deliver improved value and outcomes across the province's supply chain system.

Reporting to the Controller, you will be responsible for providing support and expertise in the accurate and timely delivery of all full cycle payroll, pension and benefits services. Your knowledge and experience coupled with your communication and relationship management skills will ensure your success as you deal with all levels of employees within the organization. You will also play a key role in the implementation and development of new policies and new system.

Other key responsibilities include:

- Verifying, inputting/maintaining, and organizing all payroll, pension and benefits information and documentation.
- Providing pension plan administration, group benefits administration, and attendance reporting administration.
- Ensuring that monthly and year end regulatory filings are completed on a timely basis.
- Reconciling general ledger accounts, preparation of journal entries and other payroll related accounts.

Successful candidates will demonstrate the following:

- Proven and demonstrated hands-on experience processing payroll, benefits and pension program.
- Completion of the Canadian Payroll Association Certification Program and/or

designated or working towards Payroll Compliance Practitioner (PCP) certification is an asset.

- Demonstrated in-depth knowledge of payroll plans, payroll systems/software, relevant tax regulations, procedures, and processes.
- Ability to protect and maintain confidential and sensitive information.
- Excellent time management skills and attention to detail.
- Analytical skills to review, assess, and summarize information from payroll systems to incorporate into analysis and reports.

Supply Ontario offers a competitive compensation package including benefits and defined benefit pension plan.

HOW TO APPLY: To apply, please click on the following link: [APPLY NOW](#) by **April 6th, 2022**. We thank all applicants for their interest, however, only those selected for further consideration will be contacted. If you have questions, you can also contact Mayra Perez at 416-237-1500 x.236 or mayra.perez@hrassociates.ca.

Supply Ontario is an inclusive employer which respects equity, inclusion, diversity and anti-racism. Accommodation, if required, will be provided throughout the hiring process in accordance with the *Ontario Human Rights Code*.