



## **ABOUT US**

Turning Leaf is a non-profit, charitable organization that provides person-centered, crisis and treatment services to low and high-risk vulnerable and marginalized individuals living with mental illness and intellectual challenge in our community.

Turning Leaf's support is customized to every individual's needs and risk level. We offer crisis-intervention and treatment services, community support, day program services, residential support (including emergency housing, 24-hour homes, cluster housing, and home share), a harm reduction program, clinical services, indigenous services and more.

## **WHO WE SUPPORT**

The participants of our programs are often deeply impacted by their circumstances which can become barriers to living safely and independently in the community. Trauma, homelessness, poverty, addictions, discrimination, sexual exploitation, societal stigmas, and lack of access to resources are some of the barriers our participants face every day.

## **MAKE AN IMPACT**

Being a part of the Turning Leaf family means you will have the opportunity to make a direct and positive impact on people's lives every day. The work is challenging in all the best ways and deeply rewarding. Many of our employees say they have found their life's purpose while working here.

Turning Leaf provides ongoing, meaningful training to ensure we remain an industry leader and that our employees have the skills and confidence to be successful in their careers. We are an organization that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect.

We are growing more and more all the time and we are always hiring. If you feel called to be a part of the Turning Leaf team, please apply today.

## **PAYROLL COORDINATOR JOB SUMMARY**

Reporting to the Director of Finance, the Payroll Coordinator is responsible for, but not limited to the following: All accounting functions involved with the Community & Residential Support Division and the Day Program Division (petty cash reconciliation, per client and program cost tracking and analysis); as well as, the Organization's Payroll.

## ESSENTIAL REQUIREMENTS

- Cover Letter and updated Resume
- Can provide a clear Criminal Record check with Vulnerable Sector Check, Adult and Child Abuse Registry Checks'
- Post secondary degree or certificate related to book-keeping or general accounting
- Preference will be given with Payroll compliance practitioner (PCP) certification
- Minimum three years of accounting experience
- Minimum one year experience in a non-profit environment
- Three employment references

## QUALITIES AND QUALIFICATIONS

- Excellent oral and written communication skills
- Ability to read, analyze and interpret general information and data
- Proficient in MS Office including Outlook, Word, and Excel
- Familiar with QuickBooks, Payworks
- Ability to effectively present information in a clear manner, demonstrate procedures and respond to questions.
- Excellent organizational and troubleshooting skills, with a strong attention to detail
- Strong interpersonal skills, the ability to interact with all levels of personnel, treat all with dignity and respect, and open and receptive to people's needs
- The ability to work in a fast-paced environment, with a focus on achieving positive results
- Solutions-oriented and the ability to think creatively and critically

## SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- Process payroll, submit ROE's, reconcile group benefit and GRRSP etc...
- Provide support to employees and managers with the pay discrepancy and other payroll matters.
- Adjust and maintain payroll data as it pertains to new hires, terminations, wage increases, leaves of absence, etc.
- Manage confidential and sensitive information with discretion
- Record petty cash expenses and reconcile related bank accounts
- Processing bills, transactions, credit cards and Co-op gas expenses
- Entering and coding the bill to QuickBooks, ensure appropriate authorization from relevant department, prepare cheques for payment, and ensure proper signatures are available for timely distribution of payments.
- Receive and record cheques and cash payments and make bank deposit
- Invoice customers, ensuring the invoices match the billing information collected from residential and SIL departments.
- Responding to customer concerns and inquiries in a friendly and professional manner.
- Prepare journal entries, that will include regular monthly entries, accrued expense, prepaid and other entries.
- Keep financial records, maintain, and balance various accounts.
- Maintain up-to-date, complete, and systematic filing system to support book-keeping and financial records.
- Maintains or assists in the maintenance of subsidiary ledgers

- Prepare relevant filings to Federal & Provincial (GST, Payroll tax, WCB); and working papers
- Assist in preparation of documents and materials for audit.
- Perform other duties as required

#### **PAYROLL COORDINATOR BENEFITS**

- Salary paid
- Health Benefits
- GRRSP Program (optional)
- Paid Wellness Time
- Bereavement and Compassionate Care Time
- Employee Assistance Program (EFAP)
- Three weeks vacation

#### **HOW TO APPLY**

Please submit your detailed cover letter and resume to [careersmb@tsservices.ca](mailto:careersmb@tsservices.ca)