



PAYROLL & HUMAN RESOURCES COORDINATOR

POSITION SUMMARY

The Rady JCC is seeking an organized, detail oriented, and highly professional Payroll & Human Resources Coordinator to join our team in a permanent full-time capacity. This position is responsible for the accurate and timely administration of payroll while providing day to day Human Resources support across the organization.

Serving as the primary point of contact for payroll administration, the Payroll & Human Resources Coordinator supports a wide range of HR processes, including recruitment, onboarding, employee records, benefits, policy administration, employee relations, and compliance. Reporting to the Director of Finance & Administration, the successful candidate will play an important role in delivering effective, responsive, and confidential HR services across the organization.

KEY RESPONSIBILITIES

PAYROLL ADMINISTRATION:

- Process accurate and timely semi-monthly payroll for approximately 120 to 150 employees using Ceridian Payroll.
- Maintain accurate employee demographic, employment, and compensation records.
- Process new hires, terminations, leaves of absence, promotions, and pay adjustments.
- Maintain accurate vacation, sick leave, and benefit accrual records.
- Reconcile payroll reports and investigate and resolve payroll discrepancies.
- Prepare Records of Employment (ROEs) and respond to payroll related inquiries.
- Administer employee benefit and pension enrollments, changes, and terminations.
- Prepare and submit all required payroll remittances within legislated deadlines.
- Prepare annual T4s, T4A NRs, Workers Compensation reports, Employment and Health Tax filings, and other year end reporting requirements.
- Ensure payroll processes comply with applicable employment standards, tax legislation, and organizational policies.

HUMAN RESOURCES ADMINISTRATION:

- Maintain confidential employee personnel files and HR records.
- Coordinate recruitment administration, including preparing job postings, interview documentation, and employment offers.
- Prepare employment agreements and other HR correspondence.
- Coordinate employee onboarding and offboarding activities.
- Assist with the orientation of new employees.
- Maintain and periodically review job descriptions.
- Review and recommend updates to HR policies, procedures, templates, and employee handbook documentation.
- Provide first level HR guidance to employees regarding policies, benefits, payroll, and general employment matters.
- Support managers with employee relations, performance management, disciplinary documentation, investigations, and other HR processes.
- Coordinate mandatory employee training and maintain accurate training records.

FINANCE & ADMINISTRATIVE SUPPORT:

- Assist with HR reporting, audits, and compliance documentation.
- Prepare reports and maintain accurate records for government agencies and regulatory bodies.
- Support organizational compliance with employment legislation and workplace policies.
- Assist the Director of Finance & Administration with special HR initiatives and organizational projects.

OTHER RESPONSIBILITIES:

- Maintain the highest level of confidentiality regarding payroll, employee, and organizational information.
- Participate in continuous improvement initiatives that enhance payroll and HR processes.
- Perform other related duties as assigned.

QUALIFICATIONS

- Diploma or degree in Human Resources, Business Administration, Payroll Administration, or a related field.
- Payroll Compliance Practitioner (PCP) designation or working toward certification is considered an asset.
- Strong knowledge of Canadian payroll legislation, tax regulations, employment standards, and HR best practices.
- Excellent organizational, communication, and interpersonal skills.
- High degree of accuracy, discretion, and professionalism.

WHY WORK AT THE RADY JCC?

The Rady JCC is more than just a workplace. It is a vibrant community hub where people of all ages and backgrounds come together to learn, grow, connect, and belong.

As a member of our team, you will have the opportunity to create meaningful experiences that enrich the lives of thousands of members and participants each year while working alongside passionate colleagues who are committed to building a stronger, more connected community.

We offer a competitive salary, comprehensive benefits, professional development opportunities, and a positive, collaborative work environment where your ideas and contributions are valued.

HOW TO APPLY

Please submit your resume via confidence to the attention of Amber Legal, Director of Finance & Administration, alegal@radyjcc.com, no later than by **Friday, September 18, 2026**.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

The Rady JCC is an equal opportunity employer and is committed to creating an inclusive workplace. We welcome applications from individuals of all backgrounds and experiences.