



Finance and Payroll Administrator

Job Title:	Finance and Payroll Administrator
Employment terms:	18 months contract, 35 hours/week (1.0 FTE), evening and weekend hours can be expected
Salary range:	\$26.18 - \$34.09 per hour along with 4% vacation pay and HOOPP pension plan
Expected start date:	ASAP
Expected End date:	Feb 28, 2027
Number of positions:	1
Reporting to:	Manager, Finance or Delegate
Locations:	Flemingdon Health Centre at 10 Gateway Blvd, North York, ON
Application deadline:	Open until filled
Application Process:	Qualified applicants are invited to submit their application via link below: www.jobillico.com/en/job-offer/flemingdon-health-centre/finance-payroll-administrator-contract-ft-/16162081
Please include a cover letter and resume in a single file.	

Background: Flemingdon Health Centre (FHC) is an engaged and involved member of some of Toronto's most dynamic neighborhoods; Flemingdon Park, Fairview and Thorncliffe Park. FHC is a registered charity and an incorporated not-for-profit Community Health Centre (CHC), with a vision of Strong Healthy Communities. Across our three sites, we provide a range of health-related services based on the social determinants of health with extensive community engagement.

At FHC, we believe that health is much more than just the absence of disease. Our approach to community health encompasses the social determinants of health which includes education, employment, isolation, food security and social supports, and utilizes a community development model to promote health, prevent disease, and strengthen community capacity. We value health equity, inclusion, community engagement, accountability & transparency, excellence and collaboration & partnerships.

Position Summary:

This role will execute all aspects of FHC's payroll and accounting functions. The role includes maintaining FHC's financial records in an accurate and timely manner, creating and analyzing financial reports and providing support to and backup for the Finance Manager.

Duties and Responsibilities Include:

- Process financial transactions, bank reconciliations, and month of process.
- Prepare cheques, bank and credit card reconciliations.
- Administer payroll using systems like ADP, including benefits and statutory deductions.
- Prepare financial reports, year-end tax forms (T4, WSIB, EHT), and audit support.
- Maintain asset and inventory records.
- Support budgeting, forecasting and internal reporting.
- Perform other ad hoc financial and payroll duties as required.

Skills and Qualifications

- Diploma or degree in accounting, finance, or related field.
- 3–5 years of accounting and payroll experience.
- Strong attention to detail, organizational skills, and ability to work independently.
- Demonstrated initiative, problem-solving ability, and sound judgment.



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- Experience working in the not-for-profit or charity sector.
- Self-motivated with the ability to shift priorities with ease and resiliency.
- Advanced Excel skills and willingness to learn new tools and systems.
- Proficiency in accounting software (e.g., Microsoft Dynamics, QuickBooks).
- Knowledge of payroll systems (e.g., ADP) and Canadian payroll regulations.

Working Conditions & Physical Requirements:

- Incumbent may be expected to work some evening and/or weekend hours based on project demands such as year-end.

Note: This is a bargaining unit position with UFCW. Terms may be altered as a result of collective bargaining. For more details on benefits and entitlements, please refer to our collective agreement here: [Collective Agreements Portal \(gov.on.ca\)](https://www.gov.on.ca)

We encourage applications from individuals who can identify with the diverse communities we serve. We thank all applicants for their interest but regret that only those selected for an interview will receive an acknowledgement. Please note that a criminal background check (Vulnerable sector) will be conducted for this position. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.