Bayview Glen

Whole Child Purposeful Life Better World

Founded in 1962, Bayview Glen is an independent, co-educational university preparatory day school with more than 1100 students from Preschool through to Grade 12. Our school thrives on two closely connected campuses in the heart of Toronto and offers a truly transformative educational experience, delivered by exceptional teachers and guided by our School's mission "Whole Child, Purposeful Life, Better World". Driven by our vision to be the leader in bold thinking and future readiness, we offer a welcoming, vibrantly diverse and inclusive community with staff that exemplify our values of compassion, curiosity and courage. Bayview Glen is a member of the CIS Ontario, CAIS, NAIS and Round Square organizations.

We're looking for a full-time **Payroll Specialist** to join our team, working fully on site at our beautiful School. Reporting to our Director of Finance, you'll be an integral member of the Business Office Team, responsible for managing the payroll function for over 200 salaried, hourly and casual employees.

As an experienced ADP Workforce Now® user, you will play a key role not only in ensuring accurate and compliant payroll processing, but also in optimizing and further integrating the system within the School's operations. You will also support accounting operations, contributing to the accuracy and overall financial integrity of the School.

We value inclusivity, fairness, and equal opportunity, ensuring every voice is heard. Integrity is our foundation and we believe in transparent, respectful interactions. We also embrace adaptability and innovation, encouraging creative thinking and continuous improvement to enhance our programme.

What You'll Be Doing:

- Administering the end to end payroll process for complex monthly payrolls using ADP Workforce Now®, ensuring accuracy, completeness and compliance with all applicable legislation and internal policies
- Verifying and validating hourly and casual employee timecards, ensuring accurate integration with ADP Workforce Now® for timely and correct payroll processing
- Administering the employee Group Benefit, RRSP and OTPP pension plans
- Preparing payroll journal entries and reconciliations using Excel, ensuring alignment with accounting records
- Managing year end payroll activities, including preparation of T4 statements and completion of year end reconciliations
- Responding to payroll inquiries from employees regarding payroll, benefit and RRSP related questions in a timely and professional manner

What You'll Need:

- University Degree or College diploma in Business Administration
- A minimum of 5 years in a payroll related role with primary responsibility for payroll administration and processing within a fast-paced environment
- Payroll Practitioner Certification (PCP)

- Demonstrated expert knowledge and experience working with ADP Workforce Now®
- Exceptional attention to detail with an ability to assess, identify and correct anomalies in payroll input to ensure accuracy
- Ability to meet timelines and proactively plan quarterly payroll schedules
- Strong Microsoft Office skills (Excel and Word)
- Sound knowledge of relevant payroll legislation, current government programs and general accounting practices
- Strong communication and interpersonal skills and the ability to work well independently and within a team environment.

Who You Are:

- A detail-oriented payroll professional who takes full ownership of the end-to-end payroll process, demonstrates strong judgment, integrity, and a commitment to accuracy, compliance, and continuous improvement, with the ability to research complex payroll issues and independently identify and implement appropriate solutions

Here's What We Offer:

- A competitive salary
- A generous group benefit and RRSP plan
- A collegial work environment where employees have fun together
- A welcoming, vibrantly multicultural community
- Meaningful work in an educational environment with future leaders of tomorrow
- Professional development opportunities
- Onsite fitness facilities, including our brand new indoor pool
- Lunches and parking provided
- Summer Hours

We invite all qualified candidates to submit a cover letter and resume (combined into one document) to hr@bayviewglen.ca as soon as possible. Applicants will be reviewed on an ongoing basis and the posting will remain open until the position is filled. Please indicate the name of the position you are applying for in the subject line.

Compensation will be commensurate with qualifications and experience, with an annual salary range of $75,000–$83,000. This salary range is what we, in good faith, believe we would pay for this role at the time of this posting. We ultimately pay based on a number of non-discriminatory factors that inform pay decisions including, but not limited to, previous work experience, skill set and internal equity.

This posting is for an existing vacancy.

At Bayview Glen we are proud to foster an inclusive culture, where all members of our school community can bring their whole self to work and feel valued, respected, and understood. We strive to attract, develop and retain a workforce that is as diverse as the communities that surround us and we are committed to provide an accessible candidate experience for prospective employees with different abilities. If you anticipate needing any type of accommodation during the recruitment process, please contact our Human Resources Department.

As a condition of employment, successful candidates will need to provide a current vulnerable sector screening from the police jurisdiction in which they reside prior to commencing employment.

Bayview Glen does not utilize Artificial Intelligence (AI) in the screening, assessment, or selection of applicants.

Thank you for your interest in joining our team. While we can only contact those selected for an interview, we genuinely appreciate every application.

Explore more about Bayview Glen School, including our ***2024-2029 Strategic Plan: BE BOLD,*** by visiting our website at **www.bayviewglen.ca**.