



OWEN SOUND TRANSPORTATION COMPANY, LIMITED POSITION POSTING

The Owen Sound Transportation Company (OSTC) is one of Ontario's largest ferry operators providing state-of-the-art passenger, vehicle, and cargo transportation services.

We are currently seeking a full-time payroll and HR professional to join our team. The OSTC is an operational enterprise agency of the Province of Ontario, operating safe, efficient, and reliable ferry operations through the following services: the M.S. Chi-Cheemaun on the Tobermory and South Baymouth route, the M.V. Niska 1 on the Moosonee and Moose Factory route, and the M.V. Jiimaan and M.V. Pelee Islander on the Leamington/Kingsville to Pelee Island and Sandusky, Ohio routes.

The OSTC works with several stakeholders, provincial ministries, authorities, and regulatory bodies to achieve operational objectives. We offer excellent growth opportunities, benefits package, flexible schedule, and a trusting environment.

Position: Payroll and HR Administrator

Reports to: Manager, Finance & Administration

Location: Owen Sound, ON

Job Purpose:

Reporting to the Manager, Finance & Administration, the Payroll and HR Administrator is responsible for all tasks related to preparing and processing payroll and HR operations in a timely and accurate manner. You will ensure all payroll procedures are correct, complete, and adhere to organizational and legislative standards. Strong attention to detail, precision, and time management skills are critical for success in this role.

Key Responsibilities and Accountabilities:

Perform all necessary activities related to processing payroll, including:

- Gathering employee time records to calculate hours worked during the bi-weekly pay period
- Providing clear and timely responses to employee inquiries and resolving any payroll inconsistencies
- Issuing ROEs
- Maintaining accurate employee personnel files
- Processing month-end reconciliations
- Preparing and filing relevant year-end reports
- Ensuring all payroll information is maintained in accordance with organizational and legislative standards
- Coordinate employee benefits and administration as necessary
- Develop ad hoc financial and operational reporting as required
- Other duties as assigned
- Development and support of metrics aligned to industry requirements and create internal controls aligned to sick days, collective bargaining, and vacations.
- Update policies and standard to aligned to provincial directives and relevant legislation

Dimensions/Territory/Scope:

Territory of operation includes Owen Sound, ON. There are no direct or indirect reports to this position.

Requirements/Qualifications:

- Canadian Payroll Association or Payroll Compliance Practitioner certification is preferred but not required
- College Diploma or University degree in related field (e.g. business, finance, human resources) or equivalent employment experience
- 2-5 years experience with full-cycle payroll processing required
- Accounting knowledge required
- Knowledge of current Federal and Provincial employment standards and regulations
- Proficient with Ceridian Powerpay software
- Proficient with Excel
- Previous experience processing both non-union and union payroll

Core Competencies:

- Highly detail oriented
- Effective written and verbal communication
- Ability to work independently and in a team
- Strong interpersonal skills
- Ability to maintain discretion with confidential and sensitive information
- Excellent time management skills with the ability to prioritize competing tasks
- Highly motivated and reliable
- Adaptive and flexible to a changing environment

Salary Range: \$45,000 – 55,000 commensurate with qualifications (salary structure currently under review)

Benefits: Comprehensive Health Benefit package

Pension Plan: Public Service Pension Plan (PSPP)

Start Date: Immediate

Apply:

Please apply by submitting your cover letter and resume to Robert Ciriello, Chief Administrative Officer (CAO) by Nov 19th, 2021.

Application information will be accepted by email addressed to info@ontarioferries.com . Please enter "Payroll and HR Administrator" in subject line.

We thank all applicants, however, only those selected for an interview will be contacted. OSTC is an equal opportunity employer and is committed to developing inclusive, barrier-free selection and appointment processes and work environments. If contacted in relation to this process, please advise the organization's representative of your need for accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

The successful candidate will be required to be compliant with OSTC's mandatory Covid-19 vaccination policy.

