

**PERTH & SMITHS FALLS DISTRICT HOSPITAL
INTERNAL JOB POSTING
CUPE 2025-154**

DATE: July 11th, 2025
DEPARTMENT: FINANCE
POSITION: PAYROLL OFFICER – PERMANENT FULL-TIME

Summary of Duties:

Responsible for all aspects of the Hospitals bi-weekly payroll process, up to and including balancing at year-end. Responsible for overseeing payroll routines and ensuring the accuracy of the payroll and all substantiating reports.

Follows all workplace H&S policies and procedures; wears and uses personal protective equipment as required; ensures deliverance of a clean and safe physical/psychological environment for patients, visitors and staff and reports workplace hazards and concerns.

Supports the Patient and Family Centered Care philosophy and participates in quality improvement, risk management and patient safety activities departmentally and organization-wide. Performs work in accordance with applicable provisions of the Occupational Health and Safety Act and Regulations, professional standards and guidelines, and Perth and Smiths Falls District Hospital corporate and departmental Policies and Procedures. Full job description available upon request.

Experience & Qualification Requirements:

- Post-Secondary Diploma in Business/Finance or Human Resources, Payroll Management Course
- Computer Literacy, Payroll Systems, Excel, Word.
- 2 years experience in payroll administration, 1 year in a Hospital setting
- Supervisory skills
- Accounting knowledge

Experience & Qualification Assets:

- OHA Accounting Course
- Ability to work independently

Shifts: Days, (subject to scheduling change as per management rights and article G. 01 of the CUPE collective agreement.)

Wage: \$32.251 - \$33.182 - \$34.182 - \$35.158 - \$36.087

Closing Date: July 18, 2025 @ 4PM

How to apply: Please email HR@psfdh.on.ca, stating the job number in the subject line.

Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.

Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283- 2330 ext. 1132 for assistance.

We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.