

PERTH AND SMITHS FALLS DISTRICT HOSPITAL

EXTERNAL JOB POSTING

**DATE:** August 23, 2022

**DEPARTMENT:** FINANCE

**POSITION:** PAYROLL OFFICER  
TEMPORARY PART TIME POSITION

**SUMMARY OF DUTIES:**

Responsible for all aspects of the Hospital's biweekly 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.

**MINIMUM REQUIREMENTS/QUALIFICATIONS MUST HAVE:**

- Post Secondary Diploma in Business/Finance or Human Resources, Payroll Management Course
- Computer literacy, Payroll Systems, Excel, Word
- Ability to work independently

**PREFERRED**

- OHA Accounting Course

**SALARY:** \$28.023 - \$ 28.823 - \$29.701 - \$30.549 - \$31.356

**SHIFTS:** Days (Subject to scheduling change as per management Rights and Article G.01 of the CUPE Collective Agreement).

**CLOSING DATE:** August 29, 2022 at 4:00 p.m.

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*Human Resources*

Applications shall be sent via e-mail to [HR@psfdh.on.ca](mailto:HR@psfdh.on.ca) quoting the job posting number listed above in the subject line of the email, before 4:00 p.m. on the closing date.