



Haldimand-Norfolk

REACH

*supporting children, families, communities*

*Haldimand-Norfolk REACH is a multi-service agency, providing Autism & Behaviour Services, Child & Youth Mental Health Services, Developmental Services, Youth Services, Adult Counselling Services, and several Early Learning Intervention & Care services including EarlyON Child & Family Centres and the Community Action Program for Children.*

*H-N REACH serves as the Lead Agency for Haldimand-Norfolk Child & Youth Mental Health Services, Coordinated Service Planning and the Student Nutrition Program in the Hamilton/Niagara Region. Through our Contact Unit, the agency serves as the single point of access for a variety of children's services.*

*H-N REACH is recognized as a local leader in community education, advocacy, inter-sector collaboration and Community Service Planning.*

**Human Resources Unit  
PAYROLL & BENEFITS ADMINISTRATOR**

**Ref. #: 2025- 17**

*Full-time, Permanent, Salaried*

**Salary:** Step 1: \$43,586 – Step 2: \$49,033 – Step 3: \$54,482

**Benefits:** *Comprehensive, Extended Health Benefit Plan includes: Health & Dental Benefits and RRSP*

**Responsibilities:**

Reporting to the Human Resources Manager, the Payroll & Benefits Administrator is a member of the Human Resources Unit and works closely with other HR Unit team members as well as the Finance team to administer the agency payroll and benefits programs.

**Responsibilities include but are not limited to:**

- Administering and processing the payroll;
- Administering the benefits plan;
- Completing periodic and year-end remittance forms/reports for CRA payroll deductions, E.H.T. and W.S.I.B.;
- Processing R.O.E.s, T4s, employee time records;
- Maintaining seniority lists;
- Generating reports and statistics;
- Maintaining files and records;
- Performing other related duties as assigned.

**Qualifications:**

- Business/Accounting diploma (equivalent combination of education, training and experience may be considered);
- Current membership in the Canadian Payroll Association, with PCP Certification preferred;
- A minimum of two (2) year's related and relevant payroll and benefits administration experience in a computerized environment;
- Demonstrated PC skills and proficiency in the use of relevant computer software, i.e., Microsoft Word, Excel & Outlook; payroll systems (preferably, SAGE HRMS and TimeStar Time & Attendance);
- Demonstrated attention to detail, organizational, analytical, problem solving and time management skills;
- Demonstrated, excellent communication skills and the ability to deal tactfully with individuals/situations and maintain confidentiality;
- Ability to work independently within a team environment;
- Criminal Record & Judicial Matters Check, Children's Aid Society Declaration/Release
- Possession of a valid driver's licence, \$2 million vehicle liability insurance and a clear Driver Abstract.

**Applicants are welcome to email the Human Resources Manager, Lynn Tessaro, [ltessaro@hnreach.on.ca](mailto:ltessaro@hnreach.on.ca) for more information about this position, or to find out more about working at H-N REACH.**

**Please submit a cover letter (citing the reference # above) & resume by email to [jobs@hnreach.on.ca](mailto:jobs@hnreach.on.ca) by April 15<sup>th</sup>, 2025 to: Lynn Tessaro, Human Resources Manager  
Haldimand-Norfolk REACH  
101A Nanticoke Creek Parkway, Townsend, ON, N0A 1S0**

**Website:** [www.hnreach.on.ca](http://www.hnreach.on.ca)

*Please contact us if you require accommodation  
A United Way member Agency*



**COME GROW WITH US**

**Join the REACH team to make a meaningful difference  
in people's lives every day!**