

POSTION DESCRIPTION

Position:	Payroll & Benefits Analyst		Number of Positions:	1
Classification:	FULL TIME PERMANENT		FTE:	1.0 = 35 HOURS PER WEEK
Division:	Corporate Services	Union Group:		Non-Union
Location:	Thunder Bay	Anticipated Date of Hire:		As soon as possible
Reports to:	Manager of Finance	Position Vacancy:		THIS POSITION IS A REPLACEMENT FOR AN EXISTING VACANCY
Salary Range:	\$35.71 - \$42.02 HOURLY	Posting Date:		October 16, 2025
Competition Number:	NU-25-12	Deadline to Apply:		October 27, 2025 at 4:30pm.
Criminal Record Check:	Required ☒ YES ☐ NO	Vulnerable Sector Screening:		Required: ☐ YES ☒ NO
NOTE: Artificial Intelligence (AI) will not be used during the hiring process.				

POSITION SUMMARY:

Reporting directly to the Manager of Finance, is responsible to perform payroll and benefits functions including payroll processing, benefits administration, Human Resources Information System administration, and financial analysis. The Payroll and Benefits Analyst also works in consultation with and reports to the Manager of Human Resources for Human Resource functions.

DUTIES AND RESPONSIBILITIES:

Payroll Administration

- Accurately processes regular and special payrolls;
- Advises Health Unit employees as required on payroll and benefit matters;
- Processes and maintains the electronic timekeeping system;
- Trains and advises directors, managers, and staff on the use of the system;
- Ensures all necessary data is received, calculated, audited and entered in accordance with the collective agreements, policies and regulations;
- Reviews expense claims for completeness and accuracy, follows up with the claimant or manager as required

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- Processes payroll in accordance with Canada Revenue Agency and Ministry of Finance guidelines, and maintains knowledge of all legislative requirements;
- Communicates professionally with a variety of internal and external parties;
- Maintains all payroll records and related files;
- Prepares monthly payroll related remittances to appropriate bodies including Canada Revenue Agency, Ministry of Finance, pension plan, etc.;
- Prepares record of employment in accordance with Service Canada requirements;
- Prepares and reconciles T4/T4A's and other year-end payroll information;
- Prepares annual base rate progression increases, cost of living increases and processes approved changes;
- Provides information on compensation issues as requested/required;
- Other duties as assigned.

Benefits Administration

- Maintains the Health Unit group benefit plans including, processing all changes, enrolments, and terminations in accordance with Collective Agreements and Health Unit policies;
- Processes the Health Unit pension plan including enrolments, waivers, terminations, deaths, and lost service calculations and reporting;
- Reviews benefit statements and reconciles to payroll and accounting records;
- Prepares and provides benefits orientation to all new staff and responds to employee inquiries as required;
- Maintains employee benefit files and other record keeping;

Human Resource Information System Administration

- Processes and maintains the electronic payroll/human resource information system, entering data and making changes to the system to ensure accuracy and efficiency;
- Runs prepared reports and develops new reports as required;
- Receives and processes approved Change of Status forms and other employee change information such as personal data, transfers, terminations etc.

Financial and Benefit Analysis

- Researches and provides data and information in relation to payroll information, and labour relations matters;
- Creates reports and prepares analysis of payroll and benefit information;
- Provides payroll, compensation and benefit information to assist with the budget process upon request;
- Participates in market surveys to determine market competitiveness.

POSTION DESCRIPTION

Other

- Reviews research and evidence, and makes recommendations for best practices and continuous quality improvement;
- Participates in the development of program plans and implements assigned projects in consultation with the manager and other team members.

QUALIFICATIONS / REQUIREMENTS:

- Four years' experience in payroll administration in a unionized environment using a computerized system, preferably Ceridian Dayforce;
- Successful completion of a degree or diploma in Business Administration, Accounting or a related field;
- Education/Experience in Human Resources is considered an asset;
- Payroll Leadership Professional designation or working toward completion considered an asset;
- Experience in pension administration, preferably OMERS;
- Experience in benefits administration;
- Basic accounting principles required;
- Demonstrated proficiency with computerized applications and accounting software;
- Strong computer skills in Microsoft Office with advanced level in Excel;
- Strong organizational and analytical skills with strong attention to detail;
- Ability to work independently, multi-task and solve problems under tight deadlines;
- Ability to work with a high degree of tact, diplomacy and professionalism;
- Ability to maintain confidentiality;
- Excellent ability to interact and communicate effectively (verbal and written) and in a positive manner with the public, colleagues and external clients.

OCCUPATIONAL HEALTH AND SAFETY:

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.

The Thunder Bay District Health Unit is an equal opportunity employer.

Upon request, accommodations due to a disability are available throughout the recruitment and selection process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.