

Job Posting

Payroll Coordinator **18-Month Contract**

THE ORGANIZATION

Soulpepper Theatre Company's (Soulpepper) vision is to share vital stories that connect us all. Soulpepper delivers on that mission by producing a year-round season of over 500 events, including plays, concerts, musicals, festivals, and presentations. Soulpepper plays a vital civic role in our community through free education programs, Community Conversation series, paid artist training, environmental sustainability initiatives, and newcomer welcome programs. Soulpepper strives to ensure theatre is accessible to all by offering ASL interpretation, Relaxed Performances, free tickets to arts workers and those under 25 years old and ensuring a public \$25 ticket price or all our programs. During COVID, Soulpepper adapted to digital platforms, offering free, shareable content, including play readings, workshops, interviews, and concerts.

Led by Executive Director, Gideon Arthurs, and Artistic Director, Weyni Mengesha, Soulpepper's home is the Young Centre for the Performing Arts situated in the Distillery Historic District in Corktown, downtown Toronto.

Soulpepper is an organization committed to pursuing Radical Inclusion that is building a program and organization where everyone's experience is both valued and reflected. Applicants of all experience levels are welcome to apply. We encourage applications from Indigenous, Black, Persons of Colour, Trans, and Disabled persons.

THE POSITION

Reporting to the Finance Manager, the Payroll Coordinator is an integral member of the Finance team, which delivers full-service accounting and finance functions to both Soulpepper and its 50% joint-venture, the Young Centre for the Performing Arts. The Coordinator is primarily responsible for the payroll functions for both Soulpepper and Young Centre.

RESPONSIBILITIES

- Enter, balance, and process the weekly and bi-weekly payrolls ensuring accuracy, timeliness, completeness and adherence to employment standards, union agreements and internal policies.
- Prepare, reconcile, and submit all payroll related government and union remittances.
- Prepare and process all payroll journal entries.
- Reconcile and maintain payroll expense and accrual GL accounts on a regular basis.
- Responsible for the distribution of all pay statements, ROEs, T4s and forms as required.
- Maintain all payroll files and filing systems.
- Maintain and provide support for ADP's Workforce Now, the online payroll and time & attendance system.
- Communicate and respond to inquiries from managers, employees, unions, ADP, etc.
- Employee benefits administration – process employee changes, maintain employee files, prepare, and reconcile remittances. Prepare and reconcile taxable benefits.
- Perform other duties as required.
- Provide back up to other finance team members during absences and year-end.

KNOWLEDGE & SKILLS

- A minimum of 3 years' experience with Canadian payroll and general accounting, ideally in a not-for-profit organization
- Experience with unionized payroll processing is preferred
- Working knowledge of current Canadian payroll legislation, Ontario Employment Standards Act, WSIB and EHT
- Excellent planning, organization and time-management skills, ability to meet deadlines for multiple payrolls
- Superior interpersonal, oral/written communication and problem-solving skills
- Excellent attention to detail
- Experience with ADP's Workforce Now is ideal
- Familiarity with Microsoft Dynamics NAV is desirable
- Excellent proficiency in MS Excel, proficiency in MS Office suite, including Teams
- Ability to work independently, as well as in a team environment
- Ability to thrive in a fast-paced work environment with multiple competing deadlines

WORKING CONDITIONS

- Performs most duties in a regular office environment with some flexibility for remote working.
- Must be available to work regular office hours however, due to the nature of the performing arts environment, some work may occur outside of regular office hours including evenings and weekends.

VACCINATION CONDITIONS

Considering the impact of COVID-19 and the continuing concerns with variants of COVID-19, Public Health recommendations, and the ready availability of the COVID-19 vaccine, Soulpepper is strongly advising all employees to be fully vaccinated. Employees are asked to affirm their vaccination status so that protocols can be adjusted in accordance with their status. Mandatory vaccination is no longer required but continues to be strongly advised.

COMPENSATION

- Salary of \$55,000 - \$60,000 depending on experience
- 15 vacation days, 5 paid sick days and 5 personal days (pro-rated for 2022)
- Health and dental benefits, RRSP

HOW TO APPLY

Soulpepper is committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we welcome and encourage submissions from individuals, with proper credentials, of all genders, cultures, ethnicities, gender identities, sexual orientations, and abilities. Soulpepper is committed to providing accommodations for persons with disabilities in all parts of the hiring process. Soulpepper invites candidates who may require assistance during the application/ hiring process, to let us know and we will work with them to meet their needs. Soulpepper thanks all candidates for their interest, however, will only contact those selected for interviews.

Please e-mail resume and cover letter detailing how you can contribute to this dynamic not-for-profit arts organization to PAC@soulpepper.ca. Please quote the role title in the subject line when applying by email. Start date is as soon as possible. Applications will be reviewed on a rolling basis.