



Position Title: Payroll Administrator

Department: Operations

Reports to: Director, Finance

Direct Reports: N/A

Organizational Profile:

Since 1985, North York Harvest Food Bank (NYHFB) has been the primary food bank in northern Toronto. Last year, we distributed over 3 million pounds of food through our 35 member agencies running over 70 community programs.

An independent, charitable organization, we envision a community where all members are able to meet their food needs. Our mission is to engage our community in meeting the food needs of northern Toronto by providing dignified food assistance, education, focused advocacy, and long-term food solutions. We believe in access and inclusion, collaboration, integrity, and excellence.

Position Summary:

North York Harvest Food Bank is seeking a Payroll Administrator to join our Finance team. This role is responsible for the accurate and timely administration of payroll, as well as benefits and pension. They may be tasked with supporting the Finance team with other duties from time to time.

Hours:

30 hours per week

Compensation:

Salary range: \$29.05 to \$34.18 per hour and includes: Comprehensive extended Health and Dental Benefits (after 3 months), defined benefit pension plan and three weeks paid vacation.

Responsibilities & Duties:

- Process biweekly payroll for both hourly and salaried employees, ensuring timely and accurate payments.
- Maintain compliance with statutory deductions, tax regulations, and taxable benefits reporting requirements.
- Collaborate with HR to update and manage employee payroll records, ensuring data accuracy.
- Prepare detailed reports on payroll, benefits, attendance, and headcount as required.



- Handle group benefit deductions, reimbursements, and retirement contributions, ensuring proper reconciliation.
- Handle company pension deduction, contribution remittance and employee maintenance
- Resolve employee payroll inquiries promptly and escalate complex issues when necessary.
- Ensure adherence to payroll processing checklists and update procedures to reflect process changes.
- Prepare payroll journal entries and ensure accurate posting to general ledger
- Support compliance by preparing and distributing T4s and other required filings annually.
- Assist with annual audit process
- Assist with annual staff budgets
- Other duties as assigned

Key Requirements:

- Payroll Compliance Practitioner (PCP) designation or currently pursuing with near completion a strong asset
- Minimum of 3 years of experience in payroll administration
- Proficiency in payroll systems such as ADP
- Strong knowledge of payroll functions, benefit processing, and compliance regulations.
- Experience using accounting software systems to manage payroll and financial data.
- Demonstrated ability to analyze and generate payroll-related reports.
- Excellent problem-solving skills with a focus on process improvement and efficiency.
- Effective communication and collaboration skills to partner with HR and finance teams.
- Familiarity with handling employee inquiries and managing sensitive payroll information.

Working Environment and Conditions:

- This position is part-time (30 hours per week) on-site in our Toronto offices although hybrid and work from home options may be possible on occasion
- Resources and equipment to work remotely will be loaned to the employee and must be returned at the end or termination of employment.
- To be able to work remotely, the incumbent must have access to a stable internet connection.
- Offers of employment for this role may be contingent upon the successful completion of an enhanced background check
- Occasional evening and weekend work may be required



Physical/Sensory demands:

- Extended periods of desk work
- Occasional standing during public events and program activities
- Engaging in repetitive and/or precise hand/finger movements
- Strong attention to detail
- Proficient operation of various equipment, including computers and office devices (e.g., photocopier, telephony, etc.).
- Exposure to household products and various scents may be encountered in the work place

Application process:

Please submit your application (brief cover letter and resume) to Hashani Deenamulla, Director of Finance hashani@northyorkharvest.com by Friday April 17th 2026.

Applicants must be legally eligible to work in Canada.

NYHFB is committed to employment equity and encourages applicants from equity-seeking/equity-deserving groups. We recognize that lived experience is as valuable as formal education and as such encourage members of the NYHFB community to apply (employees, volunteers, community partners, and/or clients). We strive for a workplace that reflects the diversity of the community we serve and in which we live.

NYHFB has an accommodation process in place. Applicants requiring accommodation because of a disability or medical need are asked to make their needs known in advance. Information received related to accommodation requests will be treated with confidentiality.

We welcome all applicants, however only those invited for an interview will be contacted.