

JOB POSTING – Cross Site

Come work at LWHA!

- ✓ **Paid educational opportunities**
- ✓ **Free staff parking**
- ✓ **Tuition reimbursement grants based on eligibility**
- ✓ **Mileage for cross site travel**
- ✓ **Defined benefit pension plan, benefits without waiting period**
- ✓ **Competitive Salaries**

POSITION POSTING # L25-97 - Existing Vacancy
POSITION: Payroll Analyst
LOCATION: Listowel, Ontario
UNIT: Finance
STATUS: Full-time
START DATE: As soon as possible
SALARY RANGE: \$35.28 - \$44.07

POSITION SUMMARY:

The job of the Payroll Analyst is to manage the payroll process for the Listowel Wingham Hospital Alliance. This position is accountable for timely and accurate preparation of hospital payroll, maintenance of payroll and supports the site schedulers to maintain the scheduling system. The ideal candidate is curious, with an investigative and critical thinking nature. This role will promote a positive working relationships with all parties and aims to resolve issues or concerns in a timely manner by applying appropriate standards, or policy, as applicable, in efforts to drive consistent quality services.

QUALIFICATIONS:

- A college diploma in Accounting, Commerce or a related field
- Already have or willing to work towards Payroll Compliance Practitioner (PCP) certification would be an asset
- 3 years payroll experience
- Full cycle accounting particularly in a healthcare setting preferred
- Strong planning and analytical skills an asset
- Solid understanding of month end process an asset
- Ability in process analysis and improvement an asset
- Advanced knowledge of Microsoft Office products an asset
- Ability to manage multiple deadlines an asset
- Strong interpersonal skills an asset
- Ability to work independently is a must

EFFORT:

- Minimal Physical Effort
- High degree of Mental Effort and Analysis

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:

- Prepare journal entries
- Control account reconciliations, AR, AP, Prepaids, Bank Reconciliations
- Generate & analyze budget variance reports along with CFO
- Analysis of Executive & Board expenses and company credit cards
- Monthly meetings (excluding January, March) to review actual to budgeted with managers
- Balance inter-company accounts
- Reconcile Radiologist and other reading physician payments
- Building, financial and statistical analysis and reporting
- Complete ad hoc reports requested by leadership team, MOHLTC, LHIN, Statistics Canada and other outside reporting entities in a timely fashion
- Assist with the preparation of the annual operational expenditure budgets
- Prepare and submit Y/E HOCC and AFA reconciliations to Ministry
- Work with external auditors during annual audit process

Payroll (one staff member will have primary responsibility with the second as payroll support/back up)

- Complete payroll entries, payroll variances, troubleshoot issues in the payroll system, set up new tax deductions, year-end payroll processing and reporting and complete other documentation related to payroll, i.e. ROE's, T4's
- Create and upload payroll ME JE for Ormed – reviewing account code errors
- Initiate rule changes and ensure accuracy during the payroll run
- Prepare payroll remittances for AP processing
- Remittances for HOOPP, Green Shield and Beneva, reconcile any outstanding balances
- Complete government payroll deductions including receiver general, WSIB, EHT
- Complete maternity leave top-up and HOOPP (Hospitals of Ontario Pension Plan) calculations, report retirement information to HOOPP
- HOOPP MDC Year End Reconciliation
- Reconcile payroll accounts
- Calculate retroactive wage and vacation adjustments
- Contact for employees with payroll questions
- Set up Pay System for next tax year – Benefit premiums, EI and WSIB premiums, create pay period weeks and posting weeks
- Ensure accuracy of mass salary increases and manually update pay fields as required
- Develop reports and audits as necessary to identify and resolve errors
- Calculate part time and full time seniority dates and hours when status changes
- Calculate seniority for employees upon return from leave of absence

LWHA is an equal opportunity employer. We are serious about fostering a diverse and inclusive workplace. We encourage applications from all equity-seeking groups, including but not limited to: Indigenous persons, visible minorities, persons with visible and/or invisible disabilities, persons who identify as women and persons of marginalized sexual orientations and gender identities. Accommodations are available for any part of the recruitment process upon request. Note: All hospital staff must meet mandatory immunization requirements.

- Lead, support or participate in key activities or action plans as identified on applicable Operational Plans
- Ensure effective interface between payroll and HRIS system
- Monitor and update salary and vacation increases
- Active member of Finance team meetings and huddles.

HOURS OF WORK: Monday to Friday 37.5 hours per week

Interested applicants are asked to apply, in writing, complete with full resume, indicating their qualifications and pertinent skills to:

Human Resources
Listowel Wingham Hospitals Alliance

careers@lwha.ca

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Posting Date: October 23, 2025 @ 1:00pm

Posting Deadline: November 6, 2025 @ 1:00pm

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