



Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult

DNSSAB IS HIRING!

BULLETIN NO.: **D2026-04**

POSITION: **Payroll and Benefits Administrator**

DURATION: **Non-Union, Permanent Full-Time**

SALARY: **\$74,180.06 to \$84,303.11**

LOCATION: **North Bay, ON**

Reporting to the Manager of Human Resources (HR), the Pay and Benefits Administrator is responsible for the accurate and timely processing of payroll, and the administration of pension and benefits, for the District of Nipissing Social Services Administration Board (DNSSAB), ensuring adherence to provisions of applicable collective agreements, internal operating policies and procedures, and legislation.

The Payroll and Benefits Administrator works closely with the HR and Corporate Services teams to ensure continuous delivery and improvements in all aspects of the organization's HR functions, including recruitment and selection, attendance and disability management, and other related areas as required. As a member of the HR team, this position provides confidential HR administrative support to the HR department and will demonstrate excellent customer service skills in interactions with staff at all levels.

Qualifications:

- Two year post-secondary diploma in Payroll, HR Management, Business Administration, Accounting or Finance or related acceptable program is required;
- Payroll Compliance Practitioner (PCP) payroll designation is an asset;
- Two years' experience in HR, payroll, accounting or finance administration in a multi-faceted environment, preferably within the public sector. Experience with Payworks payroll software is considered an asset;
- Excellent knowledge of payroll-related tax legislation and employment standards (payroll source deductions, EHT, statutory holidays, overtime etc.);
- Strong problem solving and analytical skills; meticulous attention to detail;
- Strong working knowledge of MS Word and advanced MS Excel skills is required;
- Knowledge of the Employment Standards Act (ESA) and other related legislation, including the Occupational Health and Safety Act (OHSA), Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), Workplace Safety and Insurance Act (WSIA), the Ontario Human Rights Code, and the Freedom of Information and Protection of Privacy Act an asset;
- Excellent interpersonal, organizational, and presentation skills including excellent oral and written communication skills;
- Demonstrated professionalism when dealing with confidential and sensitive information;
- Strong team player and customer service orientation with the ability to work independently and with all levels of the organization;
- Ability to manage daily workload, set priorities and meet required deadlines in a fast-paced environment while managing competing demands;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Flexibility of hours and location of work may be required;
- Valid Ontario Driver's License and a vehicle available for use on the job.

Full-Time Permanent Employees Enjoy:

- OMERS Pension Plan
- Health, Dental, Vision, Life and Long-term Disability (LTD) Benefits
- Be Part of an Inclusive Work Culture
- Generous Vacation Entitlement
- Paid Sick Days
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion
- Business Casual Dress Code

www.dnssab.ca

Must be legally eligible to work in Canada. Police Record Check within three (3) months is a requirement.

This is an existing vacancy. Applications for the above position will **only** be accepted through the **Plum Recruitment** Tool up to **12:00pm, Friday, January 30th, 2026**. Please follow this link <https://bit.ly/4bEFn80> to apply now! You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance. The DNSSAB does not use artificial intelligence or automated decision-making tools at any stage of the recruitment.