

# CAVALLUZZO

March 2021

## JOB POSTING

**Position:** Non-Bargaining Unit HR and Payroll Coordinator

**Date Available:** Immediately

### Job Description

Reports to: Manager, Accounting  
Department: Accounting

### Job Summary:

Efficiently performs human resources and accounting duties including, but not limited to the accounting and administration of payroll, benefits, pension and taxation. Support on the creation and production of financial and administrative partnership reports. The HR and Payroll Coordinator must be capable of working independently and collaboratively, exercising initiative and judgement and possess a strong understanding of general accounting principles.

### Responsibilities:

- Calculates payroll and prepares payroll data for computer processing, including deductions and taxes, adhering to deadlines.
- Post payroll data in ADP, indicating all necessary information (e.g., names, working days, time, rate, deductions, etc).
- Perform month end processing.
- Compile reports re partners month-end.
- Prepares monthly financial statements.
- Post financial reports to the Intranet.
- Prepare month end reports and maintain monthly accounting records.
- Post client reports to the Intranet.
- Pay Partners Tax Installments on a monthly basis.
- Prepare and pay HST remittances for Firm and Bensam.
- Prepare and pay Staff and Students Union dues on a monthly basis.
- Prepare and download Manulife (pension).
- Prepare and pay Sun Life and LTD premiums.

- Preparation of adjusting and closing journal entries.
- Prepare confidential cheques as required.
- Prepare payments and maintain premium payment chart.
- Assist Accounting Manager with year end financial preparation.
- Assist Accounting Manager with partner retreat reports.
- Distribute petty cash when required.
- Professional/timely collection of any outstanding accounts receivable.
- Maintain and post pre-paid journal entries for the Firm.
- Prepare and post criminal and associated lawyer accruals.
- Prepare and post counsel disbursement invoices.
- Prepare counsel fee invoices and payments.
- Maintain and pay counsel premium payments.
- Maintain, reconcile and pay criminal & associated lawyers.
- Post beverage disbursements for tenants.
- Ensure tenant rent cheques received monthly.
- Maintain Bensam Management records, including Bensam bank reconciliation.
- Prepares client Retainer Accounts and Parking Invoices when applicable.
- Post and prepare allocation charts for Retainer Accounts.
- Process month end accounts.
- Report to Director and Managing Partners with fees income for the month (compare to budget).
- Reply to general inquires (received via email, phone or in person) with accurate information or re-routing inquiries to correct department staff.
- Assist with special projects and/or perform related administrative, clerical and other duties as assigned.
- Resolve discrepancies in accounting records.
- Assists the Human Resources Department with the Firm's recruitment process for support staff members.
- Assists the HR Administrative Coordinator with the organization and coordination of the Firm's benefits carrier with respect to all ergonomic requests from professionals and staff.
- Assists the Human Resources and Accounting Managers with the preparation of annual Partners' Retreat materials.
- Bargaining Support to Accounting Manager.
- Reviews, analyzes, prepares and completes insurance renewals related to Firm and professional staff members.
- Assists the Human Resources Department with the coordination and maintenance of the Firm's annual donations.
- Prepares and maintains records of all professional membership organizations.
- Perform all other assigned duties.

### **Knowledge, Skills and Attributes:**

- A post secondary school education and a minimum of 6 years accounting experience is required for the position.
- Excellent organizational and technical skills.
- Be able to perform accounting and administrative duties with accuracy and attention to detail.
- Excellent communication skills, both verbal and written.
- Work well individually and in a team within a very busy environment.
- Must have initiative and ability to work with minimal supervision.
- Proficient knowledge of all Microsoft Office modules.
- Strong computer skills.
- Exercise good judgement in protecting confidential information.

### **Working Conditions:**

- Physical demands of this position may require the incumbent to spend many hours sitting, walking, bending, keyboarding, working on computer monitors, photocopiers and related equipment and on occasion lifting heavy books or boxes weighing up to 30 lbs.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities of the position. The responsibilities of this position may be altered from time to time and may be dependent on the level of experience or assignment of the accounting clerk.

Cavalluzzo is committed to employment equity in the hiring process. Applications are encouraged from equity seeking groups including individuals of Aboriginal descent, racialized individuals, individuals with disabilities, and queer, gay, lesbian, bisexual and trans and non-binary persons.

Cavalluzzo is committed to providing accessible employment practices that are in compliance with the *Accessibility for Ontarians with Disabilities Act* ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Aileen Hunter at [ahunter@cavalluzzo.com](mailto:ahunter@cavalluzzo.com).

### **Background and Reference Checks**

Any offer of employment may be conditional upon full background checks including a criminal record check, a credit check and employment and education verification. A reference check will also be conducted.

## **Your Application**

Qualified candidates are asked to submit their application by email to [hrdepartment@cavalluzzo.com](mailto:hrdepartment@cavalluzzo.com). We appreciate hearing from all qualified candidates, however, only those applicants whose background and experience match our requirements will be contacted. No telephone calls please.

**NO AGENCIES, PLEASE**