

CITIZENS FIRST THROUGH SERVICE EXCELLENCE

We have an exciting **Full Time Non-Unionized** opportunity in the **Financial Services Department** for an experienced and motivated individual

**Payroll Administrator
(JOB # J0919-0143)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Position Overview:

Reporting to the Supervisor, Payroll, the Payroll Administrator is responsible for processing bi-weekly payroll on a weekly basis. Prepares bi-weekly and monthly reports and remittances. Responds to internal and external inquiries related to payroll data and processes.

Qualifications and experience:

- Community College Diploma in accounting, finance, public administration or business administration, or related field, or suitable equivalent.
- Minimum of three (3) years related experience working within a Payroll department with experience in union and non-union payroll.
- Completion of courses in Payroll Administration and registration with the Canadian Payroll Association certification program.
- Knowledge in Canada Revenue Agency (CRA), Employment Standards Act and other payroll related regulations and legislative requirements and OMERS pension plan.
- Experience in using JD Edwards Payroll Systems or similar complex electronic payroll system.
- Proficiency in utilizing Microsoft Office Suite, i.e. Word, Excel, PowerPoint, Outlook and other computer applications such as JD Edwards and database applications preferred.
- Ability to deal effectively & courteously with staff, the public, and outside agencies.
- Excellent interpersonal, time management, organization and communication skills, both oral and written.
- Ability to exercise superior communication skills and sound judgement/discretion in dealing with staff, resolving issues, and with confidential information or material.
- Ability to perform well under tight timeframes and independently with minimal supervision.
- Knowledge of and demonstrated ability in the City's core and leadership competencies as well as relevant departmental functional competencies.
- Ability to work outside normal business hours, as required.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please [click here](#) to apply online by **Friday, September 20, 2019**.

Please note that only candidates selected for interviews will be contacted.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.