



Job Posting – Full Time Permanent Position Township of Uxbridge Payroll Administrator and Accounting Analyst

Reporting to the Deputy Treasurer, the Payroll and Accounting Coordinator will assist the Deputy Treasurer in administering and coordinating the payroll system, employee benefits, OMERS Pension Plan and performing general accounting tasks in the Treasury Department.

Responsibilities:

- Work collaboratively to process the full cycle, in-house, bi-weekly payroll (salaried/hourly, full time, part time, contract, and seasonal, union and non-union staff) in a timely manner.
- Maintain and update payroll system and manage electronic timekeeping system (to be implemented) with all pertinent information for employees (including set-ups, information changes, rate changes and payroll deduction changes) and track and report on time and attendance, vacation, sick and family time banks (earned and used).
- Process new hires, retirements, severances, salary/wage increases, various employee leaves (maternity, short and long-term disability programs etc.) and ensure all related forms are completed and submitted.
- Administer and process all benefit enrolments and changes to group health benefits (enrollment changes, status changes, terminations, etc.) and OMERS Pension Plan.
- Manage the WSIB process by completing any required WSIB forms, submitting claims and payment remittances.
- Act as first point of contact and provide information regarding all inquiries related to payroll (pay rates, time, attendance, deductions etc.), benefits and OMERS.
- Ensure compliance with all applicable federal and provincial regulations and Township policies.
- Prepare and submit Records of Employment (ROE) as required.
- Process payroll and benefit year end tasks and reporting, issue T4s and T2200's as required.
- General accounting duties (approx. 40% of the job) will include (but not limited to) account analysis, prepare working papers for the year-end audit, prepare bank reconciliations, responsible for the collection of general accounts receivables, reconcile building clearing accounts and prepare journal entries etc.
- Other duties as assigned.

Qualifications/Experiences/Skills:

- National Payroll Institute (Canadian Payroll Association) Payroll Compliance Practitioner (PCP) or Certified Payroll Manager Certifications is required, in addition to completion of a post-secondary education in Accounting or Business Administration.
- Minimum 5 years of experience (preferably in a municipal environment), in processing a full complex, bi-weekly, non-union and union payroll cycle independently from beginning to end "in house" in addition to administering benefits and OMERS.
- Strong working knowledge of the legislation, rules, regulations and requirements in the Employment Standards Act, Income Tax Act, OMERS Pension Plan, Employee Benefits Plan and unionized environment.
- Working knowledge of the principles and standards in municipal government services and the Ontario Municipal Act, is preferred.
- Demonstrated ability to interact and communicate effectively and courteously with all levels of staff and contacts in a political and community/client service environment.
- Exercise discretion and judgment when handling confidential, sensitive, and/or controversial information.
- Effective organizational skills and able to multitask, problem solve, manage priorities, pressures and meet regular deadlines.
- Excellent problem-solving skills with a high degree of attention to detail and accuracy.
- Intermediate computer literacy using Microsoft Dynamics Great Plains (Diamond) and MS Office Suite (Excel, Outlook, PowerPoint, Word, Teams).

Salary Range - \$55,447 to \$77,871, plus pension and benefits.

*** Due to the nature of this position, work hours may occur outside of regular Township business hours and the applicant must be available to work overtime, as required.

Interested applicants should submit a cover letter and resume clearly outlining how you meet the qualifications of this position by **4:30 p.m. on June 25, 2022**. Applications should be addressed to **Tobi Lee,** tlee@uxbridge.ca, **Township of Uxbridge, 51 Toronto St. South, P.O. Box 190, Uxbridge, ON, L9P 1T1.**

We thank all applicants and advise that only those selected for an interview will be contacted.

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township of Uxbridge's "COVID-19 Vaccination administrative Policy". Successful candidates are required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.