



Payroll Coordinator

Job Posting: **Payroll Coordinator**

Location: Municipal Office - 52 Seguin Street, Parry Sound, ON

Located amidst the 30,000 islands of Georgian Bay and a 2.5-hour drive north of Toronto, the **Town of Parry Sound** offers an exceptional quality of life. Join the team as our **Payroll Coordinator**, an important role in the Finance/Accounting Department.

Reporting to the Manager of Accounting/Deputy Treasurer, this role collects, verifies and processes payroll information, maintains accurate payroll records and ensures compliance with monthly, quarterly and annual government reporting requirements.

Responsibilities:

Payroll:

1. Compile and process biweekly payroll data for both union and non-union employees.
2. Review timesheets to ensure accurate records and ensure corrections are applied and approved by the appropriate manager and that these changes are documented.
3. Prepares Records of Employment. Processes special payroll related calculations such as retroactive payments and time off accruals.
4. Interpret pay policies (e.g., vacation, overtime, calculations based on deductions, withholding exemptions, etc.) and ensure deductions comply with legislation (ie. ESA, CPP, EI, WSIB, OMERS, etc.).
5. Prepares pay slips for distribution; calculates and remits garnishments, union dues, OMERS, and RRSP deductions.
6. Edits various payroll source documents prior to computer input to ensure accuracy and completeness.
7. Prepares and enters payroll adjustments including retroactive payments, time bank adjustments, vacation pay etc., ensuring that proper authorization is provided.
8. Executes T4s, T4As including adjustments, tax exemptions, non-taxable benefits and WSIB; reconciles remittances for CRA and Employer health tax.
9. Prepares monthly and annual statutory reports, reconciliations and summaries involving EHT, WSIB, OMERS, Statistics Canada, Canada Life and/or other agencies as required.

10. Generates and updates employee files, including ensuring payroll related documentation from employees is completed (i.e. TD1, Canada Life, OMERS etc.).
11. Prepares required journal entries as necessary (accruals, etc.).
12. Coordinates employee changes to group benefits.
13. Provides payroll orientation and training to employees (as required).
14. Responds to enquiries from and/or liaises with individual employees, HR, other departments/levels of government, agencies, bank etc. with respect to payroll matters, including form completion and filing of WSIB claim forms as a Type 2 Employer.
15. Maintains records for the employee recognition program and makes arrangements for awards; posts annual vacation schedules; files payroll related documents.

Benefits and Pension:

1. Process new member enrollments, terminations, and changes to the benefit plan and pension as required.
2. Ensure payroll system benefit costs are reconciled between employees and the benefit provider (monthly and/or quarterly).

General Administrative:

1. Makes daily bank deposits to ensure separation of duties.
2. Undertakes bank reconciliations.
3. Prepares and sends outgoing mail.
4. Postage machine: Order supplies, maintenance.
5. Assists with records management function.
6. Performs as back-up personnel for the Accounts Payable function.
7. Performs as alternate back-up personnel to the Receptionist/Cashier for receptionist and cashier functions.
8. Coordinates staff functions as directed such as the annual holiday party, the all-staff meetings, company BBQ; including responsibility for logistics, catering, prizes.

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9. Performs such other related duties within the general parameters of this job description, as may reasonably be requested by the Manager of Accounting which may be amended from time to time.

Education, Knowledge and Skills:

1. Post-secondary education in Business Administration, Human Resource Management, Accounting or related field.
2. Minimum of 2 - 3 years' experience performing payroll, preferably in a unionized work environment using a computerized payroll system (HRISMyWay and Microsoft Dynamics GP considered an asset).
3. Certification by the Canadian Payroll Association or be willing to obtain the following (within 5 years of start date): Payroll Compliance Professional or Payroll Leadership Professional.
4. Good organizational skills, initiative and ability to perform tasks without close supervision.
5. Proven knowledge of the legislation, policies and programs that affect municipal government and payroll compliance. Specifically, proven experience with the Canada Revenue Agency, Employment Standards Act, Canada Pension Plan, Employment Insurance, Employer Health Tax, WSIB, OMERS Pension Plans, and other payroll related legislation.
6. Excellent organizational and prioritization skills with the ability to complete competing priorities.
7. Good knowledge of word processing and applicable financial computer applications.
8. Excellent interpersonal and communication skills and the ability to maintain discretion when dealing with the confidential / sensitive nature of information.
9. Good writing and reporting skills.
10. Good analysis and research skills.

Note: The above statements 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 required for the position.



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Compensation:

This is a unionized permanent full-time position, 35-hour work week with a 2025 rate of \$28.06 per hour. Subject to a successful five-month probation period, the wage will rise to \$30.85/hour. The successful candidate will also be eligible for the OMERS Pension Plan and competitive benefits package.

Application Process:

Interested candidates may submit a cover letter and resume by **4:00 p.m. February 20, 2025**, under the subject line, “**(your name) - Payroll Coordinator**” to: Pamela Langevin, Human Resources Manager at pamela.langevin@parrysound.ca.

We thank all applicants for their interest. We will only contact those applicants selected for an interview.

Accessibility:

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require accommodation, we will work with you to meet your needs.

Privacy:

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.