



Date: September 19, 2023

Job Posting: **Payroll / Internal
Customer Care Clerk**

Competition Number: 23-12

Eligibility: CUPE Local 17

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 our team in the **Payroll & Internal Customer Care Clerk** position, an important role in the Finance department. This position is temporary (Approximately 12 months with likely possibility of extension).

Essential Duties and Responsibilities:

Reporting to the Deputy Treasurer/Manager of Accounting, the Temporary Payroll & Internal Customer Care Clerk is responsible for payroll, and administrative services.

1. Inputs and processes biweekly payroll, ensuring that remuneration and deductions comply with legislation (ie. ESA, CPP, EI, WSIB, OMERS, etc.), Town policy and Collective Agreement provisions; edits various payroll source documents prior to computer input to ensure accuracy and completeness; prepares and enters payroll adjustments including retroactive payments, time bank adjustments, vacation pay etc., ensuring that proper authorization is provided; prepare payslips for distribution; calculates and remits garnishments, union dues, OMERS, and RRSP deductions;
2. Prepares T4s, T4As including adjustments, tax exemptions, non-taxable benefits and WSIB; reconciles remittances for CRA and Employer health tax;
3. Prepares monthly and annual payroll/benefits reports, reconciliations and summaries; submits to OMERS, EI, Statistics Canada, Canada Life and/or other agencies as required;
4. Processes final payouts and issues record of employment;
5. Generates and maintains employee files, ensuring payroll documentation is complete.
6. Responds to enquiries from and/or liaises with employees, HR, other departments/levels of government, agencies, bank etc;
7. Maintains records for employee recognition program and awards;
8. Makes daily bank deposits; prepares and sends outgoing mail;
9. Undertakes bank reconciliations;
10. Performs as back-up for the Accounts Payable function;
11. Coordinates staff functions as directed; including responsibility for logistics, catering.

Education, Experience, Knowledge, Skills:

1. Completion of at least one year post secondary training in bookkeeping or accounting; Payroll Compliance Practitioner (PCP) certification or willingness to obtain.
2. Over one year of previous payroll experience.
3. Good organizational skills, initiative, and ability to perform tasks without close supervision.
4. High level clerical skills; good knowledge of office practices.
5. Strong knowledge of accounting, spreadsheets, Microsoft Office.



6. Working knowledge of legislation, policies, programs regarding municipal gov't and payroll.
7. Excellent interpersonal skills.
8. Must be bondable.

Note: 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 required of the position.

Compensation:

This is a full-time temporary 12-month (likely possibility of extension), 35-hour work week, unionized opportunity and has a 2023 starting wage of \$26.39/hour. Subject to a successful five-month probationary period, the wage will increase to the job rate of \$29.01/hour. In addition, you will receive an additional 12% in lieu of benefits or 6% in lieu of benefits, should you be entitled to and choose to enroll in the Municipal Employee Retirement Savings (OMERS) Plan.

Application Process:

Email: In one document, please send your resume and cover letter, under the subject line “**Payroll & Internal Customer Care Clerk**” to Pamela Langevin, Human Resources Manager at plangevin@parrysound.ca

This position will be posted until filled.

We thank all applicants for their interest. We will 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.