

Human Resources Coordinator – Payroll and Benefits Community and Corporate Services

Reporting to the Manager of Human Resources with responsibilities to the Deputy Treasurer, the successful applicant will be primarily responsible for the administration and maintenance of the municipal payroll and benefits function and, provide administrative and clerical support to the Human Resources Department. This is a full time permanent position. The position will work a maximum of 35 hours/week and is eligible for some remote work opportunities.

Responsibilities:

Payroll

- Setup, maintain and update confidential employee records in payroll system adhering to legal and ethic standards
- Process bi-weekly payroll for all salaried and hourly employees according to government legislation
- Provide training to new employees and supervisors for timesheet entry, submission, and approval
- Review timesheets and work hours for completeness and accuracy, and work with supervisors and employees on issues as they arise
- Reconcile payroll totals and ensure all deductions are made as scheduled
- Process electronic fund transfers payments verified by Deputy Treasurer
- Prepare Records of Employment when required
- Create and reconcile annual T4, T4A's forms and electronic submissions
- Reconciles general ledger accounts pertaining to payroll
- Prepares year end summaries for Deputy Treasurer's use in audit working papers

Benefits

- Benefits Administration - Maintains and updates third party (Sun Life, OMERS) records adhering to legal and ethical standards
- Liaise with benefit providers for payroll and HR related matters – OMERS, WSIB, Sun Life
- Coordinate Disability Management employees – Return to work plans, accommodations, etc.
- Responds to employee and third-party questions related to payroll, benefits and collective agreement matters and policies related to payroll and benefits

- Compile and remit data such as garnishments, Register Retirement Savings Plan, Family Responsibility Office, Employers Health Tax, Receiver General, Workplace Health & Safety Board and other deductions
- Reconciles general ledger accounts pertaining to benefit accounts
- Prepares year end summaries for Deputy Treasurer's use in audit working papers
- Bi-weekly, monthly, and annual closing procedures

Human Resources

- Maintain filing systems and track employees records (training, employment, certifications, etc)
- Supporting the interview process
- Responding to internal and external HR related inquiries or requests and provide assistance
- Maintaining records of personnel-related data in both paper and the database and ensure all employment requirements are met
- Respond to compensation inquiries
- Coordinate onboarding for new employees
- Administers attendance management.

Qualifications:

- Post-secondary education (diploma/degree) in a related field of study.
- As a minimum, five (5) years of direct payroll experience, Public Sector Pension experience and accounting will be considered an asset.
- Experience with benefits, renewals, and plans.
- Experience with job evaluation and pay equity.
- Excellent interpersonal, communication, organizational, research, staff/public relations, customer service, multi-tasking/work prioritization skills, and a keen attention to detail.
- Strong computer literacy utilizing Microsoft Office, payroll software, Microsoft Great Plains, Import and export of data, data updates and data integration, spreadsheet, presentation and database software, e-mail, Internet.
- Experience working in a unionized environment.

Salary Rate: \$58,238 - \$68,129 annually

Interested applicants should forward a resume and cover letter marked: HR File #12-2024, no later than noon, March 29, 2024 to: hr@greaternapanee.com

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process.

Applicants should make their needs known in advance.

We accept all resumes, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is

collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. We are an Equal Opportunity Employer.