



City of Oshawa, located just a short 30-minute drive from Toronto, is a progressive city of 172,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.

Job Title: Regular Full-Time Payroll Administrator

Posting Number: 004026

Department: Finance Services Department

Branch: Finance Services

Location: City Hall **Eligible for Hybrid Work:** Yes

Posting Start Date: 2022/11/29 **Posting End Date:** 2022/12/07 by 4:30pm

Employment Group: CUPE 251 **Salary Grade:** 06, \$32.39 - \$35.98

Standard Weekly Hours of Work: 36.25 **Shift Work Required:** No

Job Description

Reporting to the Coordinator, Payroll Services, or designate, the Payroll Administrator is responsible for ensuring the smooth and efficient processing of full cycle and off-cycle biweekly payrolls for all hourly, exception hourly, and salary staff within strict established deadlines and in accordance with policies, procedures, collective agreements and prevailing government legislation. The City of Oshawa strives to provide an environment that cultivates and supports the following core values: Authenticity, Courage, and Trust (ACT).

Responsibilities:

- Auditing and analyzing HR data entry of all master file changes and advising and assisting HR Administrators with recommendations of required amendments
- Processing bi-weekly and monthly payroll within established deadlines
- Administering Absence Management Program

- Updating Position Management information with changes
- Reconciling and analyzing employee benefits
- Analyzing and reconciling payroll liability accounts in the General Ledger on a monthly basis
- Assisting in the testing of tax updates

Requirements:

- Demonstrated knowledge and skill of accounting and office practices and procedures normally associated with the completion of grade 12, and a minimum of three (3) years experience with a computerized Payroll and Time and Attendance System in a unionized environment with a large employer
- Completion of the Payroll Compliance Practitioner (PCP) Certificate.
- Good mathematical, reasoning and analytical skills and an understanding of accounting functions as they pertain to Payroll
- Advanced skills and experience using PC equipment and related software applications (MS Office Suite, PeopleSoft HRIS & Financials)
- Working knowledge of regulations governing statutory and non-statutory deductions as they pertain to payroll (for example, Income Tax, C.P.P., E.I and OMERS)
- Proven aptitude to accurately work with figures and the ability to complete work assignments within strict deadlines
- Ability to work independently with minimal supervision
- Ability to communicate courteously and effectively with staff, banking institutions and other levels of government
- Must be able to maintain confidentiality of information and possess personal qualities of maturity, tact, discretion, and a willing co-operative attitude

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

This position is eligible for hybrid work.

Please apply online to this position at: <https://oshawa.jobs.net/en-CA/search>

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

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 City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

All City of Oshawa employees are required to be fully vaccinated against COVID-19 as a condition of employment; proof of vaccination status will be requested upon hire. The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact us at humanresources@oshawa.ca or 905-436-5666. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.