



Job Posting Finance and Payroll/HR Coordinator

Type: Temporary (1 year contract)

Salary: \$55,037.84 to \$64,748.06 annually

Hours of work: 35 hours per week, Monday to Friday

Department: Finance Department

The Municipality of Trent Lakes is accepting applications for the position of Finance and Payroll/HR Coordinator.

Qualifications:

- Post-secondary education in Accounting or Business Administration, or equivalent.
- Three years related experience in a municipal setting.
- Completion of AMCTO Municipal Administration Program and Municipal Finance and Accounting preferred.
- Knowledge of payroll regulations, Employment Standards Act, Tax Collection legislation and Provincial legislation affecting municipalities.
- Extensive knowledge of Microsoft Office, payroll systems and accounting systems.
- Self-disciplined with ability to maintain extreme confidentiality.
- Strong organizational and communication skills.
- Proven ability to deal with the public.
- Proven analytical and problem-solving skills.

The full job description is available at <https://www.trentlakes.ca/careers-and-volunteering>.

Let us know why you would be an excellent team member by submitting your application.

Applications must be clearly marked "Finance and Payroll/HR Coordinator" and will be received in confidence no later than 4:00 p.m., Friday, May 24, 2024. Please submit your resume to the Human Resources Coordinator, Municipality of Trent Lakes, 760 Peterborough County Road 36, Trent Lakes, Ontario K0M 1A0. E-mail submissions are acceptable at hr@trentlakes.ca.

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

Candidates are encouraged to inform of any accommodating requests so that they can be dealt with throughout the recruitment process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.