



JOB DESCRIPTION

The Corporation of the City of Orillia has an opening for the full-time position of Senior Payroll Administrator in the Human Resources Division of the Corporate Services Department.

DUTIES

- Assist with and process various payrolls including job-costed employees.
- Issue statements of earnings and deductions and distribute pays.
- Assist with preparing remittances after each pay to Receiver General for Statutory deductions which include Income Tax, Canada Pension Plan (CPP) and Employment Insurance (EI), and monthly remittances for union dues, OMERS, and Employer Health Tax, garnishees and/or child support orders, and WSIB – Library; quarterly for DOMB and Police.
- Maintain various spreadsheets including employee deductions (Income Tax, CPP and EI), statutory holiday calculations for casual employees, taxable benefits, employer health tax, WSIB, OMERS, and union dues.
- Ensure statutory deduction rates, OMERS rates and WSIB rates are updated at the beginning of each year and confirm number of pays for each year.
- Balance various payroll related accounts on a monthly basis or as required and calculate retroactive payments and merit increases.
- Assign employee numbers and set-up new employees on financial system, while maintaining confidentiality of personal and banking information.
- Communicate with departmental timekeepers regarding various payroll issues, including updating timesheets, etc.
- Assist with preparation and distribution of T4's and T4A's.
- Assist with various Human Resource functions such as recruitment, maintaining employee records, and other areas as required.
- File and maintain confidentiality of corporate personnel files and records.

QUALIFICATIONS

- Two-year College Diploma in Payroll, Accounting, Human Resources or related field.
- Payroll Compliance Practitioner (PCP) Designation required or currently working towards obtaining.
- Minimum of two years payroll experience in a unionized, municipal environment.
- Experience with computerized payroll systems, preferably Microsoft Dynamics GP.
- Strong working knowledge of the applicable legislation as it relates to employment, payroll and pension administration.
- Excellent organizational skills and ability to work independently and meet tight deadlines.
- Strong computer skills using MS Office applications, including Word, Excel, e-mail and the internet.
- Possess a valid class 'G' Ontario's driver's license with access to a reliable vehicle.
- A current and acceptable Criminal Record Check is required for this position at the incumbent's expense, prior to the commencement date.

Compensation for this position is \$29.73 to \$32.87 per hour for a 35-hour work week, plus a comprehensive benefits package. Interested applicants are invited to submit their application by July 19th, 2024, at noon.

Applications will only be accepted by applying online. Please visit <https://careers.orillia.ca/>.



City of Orillia
Corporate Services Department
Human Resources Division
Senior Payroll Administrator

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25., and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Orillia ON L3V 7T5.