



# FULL-TIME PAYROLL CO-ORDINATOR

## Competition No.: FIN-2024-03



|                              |                          |                             |                                      |
|------------------------------|--------------------------|-----------------------------|--------------------------------------|
| <b>Posting Date:</b>         | September 17, 2024       | <b>Closing Date:</b>        | September 27, 2024                   |
| <b>Department:</b>           | Financial Services Dept. | <b>Hours per Week:</b>      | 35 hours per week                    |
| <b>Benefits Entitlement:</b> | Yes                      | <b>Pension Entitlement:</b> | Yes – Employer Matched Contributions |
| <b>Salary Level:</b>         | Currently Under Review   | <b>Union:</b>               | CUPE Local 434                       |

### Position Summary

Under the Supervision of the Chief Accountant, perform the following duties:

### Duties

- Responsible for the accurate payment of salary and wages to all employees on a weekly basis
- Ensure that all remittances from the above payrolls are accurate and paid on time
- Responsible for the accurate and timely issuance of T4's and T4A's to employees and Canada Revenue Agency
- Responsible for reporting to OMERS Form 119 Annual Report and assisting Human Resources with additional OMERS reporting
- Responsible for running regular and adhoc reports for Management, timekeepers and third-party stakeholders
- Responsible for payroll system integrity and communicating issues with service providers
- Training various staff on payroll such as Payroll Assistant, Payroll/Accounting Clerks, HR Personnel and timekeepers
- Responsible to ensure payroll compliance with government legislation, OMERS, and multiple unions
- Liaise with various departments, department heads, employees and external agencies as required and act as a subject matter expert
- Participate in and support the City's Continuous Improvement Program (CIP), by identifying opportunities for improvements in City processes with the aim of making processes as efficient as possible
- Perform other duties as assigned

### Qualifications

- College graduate with a diploma or certificate in Business Administration/Accounting and a minimum of two years payroll experience
- Experience in dealing with Collective Agreements
- Completion or near completion of the Payroll Management Certificate Program
- Thorough knowledge of accounting fundamentals such as debits and credits is essential
- Highly organized individual with the ability to meet deadlines
- Accuracy and attention to detail is a necessity
- Demonstrated computer skills in Microsoft Office, Outlook and I-City and other applicable applications
- Proven ability to work well with others
- Clear and current Criminal Record Check

### How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **September 27, 2024**.

**Via Email:** [human\\_resources@timmins.ca](mailto:human_resources@timmins.ca)

*The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.*

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