



**The Corporation of the City of Brantford
Finance Department**

requires

Finance Coordinator

Job ID #2251

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment (within 200 km of the City of Brantford boundary). The City is committed to the professional development of our staff and invite you to come, grow with us!

The Finance Coordinator, reporting to the Senior Financial Analyst of Payroll and Accounting, is responsible for processing multiple in-house payrolls for up to 1,800 employees under various collective agreements, as well as supporting OMERS administration. Key duties include assisting with the maintenance of Accounts Payable banking records, preparing monthly general ledger reconciliations, and preparing working papers for year-end reporting. The role also involves assisting with T4, T4A, and T5 filings, managing payroll-related system upgrades, and interfacing time entry with payroll software. Additional responsibilities include preparing HST remittances, coordinating tax compliance audits, verifying payroll calculations, and preparing various payment remittances. The Finance Coordinator will also coordinate the annual Council Remuneration report and provide backup support during peak times, including overtime. Other duties may be assigned as necessary.

QUALIFICATIONS

- Successful completion of a post-secondary degree with an emphasis in accounting, business and/or finance or equivalent
- Two (2) years payroll and accounting experience, including an intermediate knowledge of accounting and computer systems/software
- Currently enrolled and actively pursuing the Canadian Payroll Certification is required
- Knowledge of municipal payroll and accounting functions
- Intermediate knowledge of Microsoft Office is essential, with an emphasis in Excel
- Experience working with JD Edwards is an asset
- Exposure to audit practice and procedures
- High level of professionalism due to the confidential nature of the work
- Strong organizational and analytical skills
- Applicant must have the ability to work with multiple conflicting priorities and work under strict deadlines
- Self-starter with the ability to work both collaborative and independently is essential
- Strong verbal, written and interpersonal skills are essential
- Experience liaising with Human Resources and IT in the application of the Time and Attendance Software is an asset.

WAGE/SALARY RANGE: \$37.62 to \$47.03 per hour (based on a 35 hour work week) plus benefits.

To apply on-line, please visit the City of Brantford website at <https://brantford.ca/careers> and click on **Current Opportunities**.

Closing date for applications: **Thursday, January 23, 2025, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.