



Career Opportunity – Internal/External Posting

Payroll Administrator (Temporary Maternity Leave Contract 12-Months) Finance and Business Services

Position Summary:

Reporting to the Manager of Accounting Services, the Payroll Administrator is responsible for the Municipality's payroll for approximately 270 employees, including non-union staff and three collective bargaining units. This function includes complex calculations and reconciliations to ensure accurate payroll payments to employees and submissions of withholdings to various government agencies. In addition, this position gathers and summarizes data for budgeting and the annual public sector salary disclosure. This position supports internal departments and external agencies in an efficient and effective manner.

Key Responsibilities:

- Administer the employee database. Liaise with Human Resources regarding additions, deletions, and changes.
- Administer changes of information for employees, policies, and collective agreements as they pertain to payroll and benefits.
- Communicate directly with departmental directors, managers, supervisors, employees, councillors, committee members and board members regarding payroll and deductions.
- Receive, review, and verify payroll information submitted by departments.
- Enter payroll reductions where employees are required to repay the Municipality.
- Track various payroll data to verify completeness and accuracy of payroll entries into the financial system.
- Verify accounting treatment, recoveries and allocations including proper HST calculations.
- Verify non-regular time entry, including:
 - Calculate adjustments to employee-earned sick time related to reimbursements received from WSIB.
 - Calculate over or underpayments made to employees and enter into the financial system.
 - Calculate adjustments to employees' earned pension service time and submit adjustments to Human Resources for their submission to the Ontario Municipal Employees' Retirement System (OMERS).

- Verify the accuracy of time worked and expense reimbursements recorded in the financial system on a weekly basis for bi-weekly payroll processing.
- Process payroll in the ADP system on a bi-weekly basis. Prepare bi-weekly or monthly remittances and reconciliations for the Workplace Safety and Insurance Board (WSIB), OMERS, other government agencies, health benefits, union dues, and other deductions prescribed within policies and collective agreements.
- Prepare, reconcile, verify, and submit annual filings (i.e. T4s, T4As, EHT, WSIB and OMERS).
- Prepare and submit record of employment forms (ROEs).
- Communicate directly with WSIB, OMERS, Ministry of Finance to resolve questions.
- Ensure all statutory requirements with respect to the Income Tax Act are completed and followed.
- Maintain filing system for payroll documents.
- Reconcile payroll-related liability general ledger accounts monthly and for the year-end audit. Investigate discrepancies and resolve. Prepare journal entries for submission to the Manager of Accounting Services, as required.
- Reconcile extended health benefits recorded in payroll system to third party invoices monthly.
- Calculate and verify retroactive pay changes for pay increases related to approved budget changes, position changes and step progressions.
- Update the retiree benefit deduction calculation annually or upon addition or deletion of a retiree.
- Gather, verify, and summarize the annual Public Sector Salary Disclosure reporting for the Treasurer.
- Gather, verify, summarize, and provide payroll related information to municipal departments and external agencies including auditors and government auditors.
- Create and update payroll forms including mileage forms and employee gear forms.
- Provide support to the implementation team assigned to roll out a Human Resources Information System
- Comply with applicable provincial and municipal legislation including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, as well as the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge, and Skills:

- Must have a two-year community college diploma or equivalent in a related field.
- Must have a minimum of three years payroll experience in a similar industry setting and unionized environment.
- Payroll Compliance Practitioner (CPC) certification through the Canadian Payroll Association is an asset.
- Must be proficient in computer applications in a Microsoft Windows environment and have extensive knowledge of Microsoft Office software programs. Advanced Microsoft Excel experience is an asset.
- Must have good accounting experience.

- Strong verbal and written communication skills and a general understanding of municipal administration would be an asset to the position.
- Experience in associated financial software, payroll systems and other relevant applications is an asset. Working knowledge of ADP is an asset.
- Knowledge and experience with all relevant payroll legislation, including:
 - Canada Revenue Agency (CRA),
 - Workplace Safety & Insurance Board (WSIB),
 - Ministry of Finance – Employer Health Tax (EHT),
 - Ontario Municipal Employees' Retirement System (OMERS),
 - Employment and Social Development Canada, and
 - Ministry of Labour.
- Unionized payroll experience is an asset.
- Must have a valid Ontario Class 'G' Driver's Licence.

Hours of Work and Working Conditions:

This position is employed for 35 hours per week, in an office environment. Overtime may be required at times, including Mondays and Tuesdays during bi-weekly payroll processing. Regular interruptions and office noise are expected of the position.

Employee Group:

Non-union.

Salary Range:

\$68,748.27 - \$80,425.76 (2025 Rates)

Closing Date:

Applications must be received by 11:59 PM, Sunday, March 2, 2025.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761