

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

Payroll Assistant **Corporate Services Department** (Full-time position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, teamwork, and excellence (RITE) aren't just words—they're what we live by every day. They shape how we work together, do what is "RITE", make decisions, and support each other. These values form the foundation of our workplace culture, driving us to grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

Reporting to the Deputy Treasurer, the Payroll Assistant provides support to the Co-ordinator, Payroll to complete the Town's payroll functions. This is a fast-paced position involving the accurate and timely preparation, calculation, and completion of payrolls for all municipal staff using a computerized payroll system. This position will assist the Co-ordinator, Payroll in day-to-day payroll functions and other tasks as required.

Job Duties:

- Assisting and collaborating with the Co-ordinator, Payroll with maintaining payroll records in accordance with payroll compliance legislation and collective agreements, processing bi-weekly payroll for all salaried, hourly, and unionized employees, including monthly payroll for members of Council and Police Services Board; entering income, benefits, and deduction codes in payroll system; calculating payroll adjustments including maternity top-up, retroactive and severance payments, final payments and issuing Record of Employments; importing employee information and

attendance information, ensuring accuracy of time input/data and administration duties as assigned.

- Assisting the Co-ordinator, Payroll with year end processing, OMERS Form 119, T4's, EHT, WSIB, yearly pay input schedules, reconciliation and remittances.
- Responding to all payroll inquires and provides information as required; exchanging information with employee approval when required with other staff, municipalities, government agencies, other organizations, members of the public.
- Assisting the Co-ordinator, Payroll with reconciling and remitting monthly benefit payments to OMERS, WSIB, EAP, insurance companies and/or other agencies as required; assisting the Finance Division in preparing reports, reconciliations and journal entries
- Assisting Human Resources with short-term and long-term disability processes.
- Other duties as assigned.

Qualifications:

- Post secondary diploma in Business Accounting, Human Resources or related discipline.
- Certificated Payroll Compliance Practitioner
- Minimum of two (2) years' experience working in payroll and pension/benefit administration.
- Thorough working knowledge of general accounting principles, provincial and federal legislation as it relates to compensation administration, reporting/remittance requirements, deductions, taxable benefits, and other payroll practices.
- Experience with the functions of a payroll database.
- Thorough working knowledge of benefit and pension knowledge.
- Strong verbal and written communication skills with the ability to communicate effectively and tactfully with employees, elected officials and individuals external to the organization.

Successful candidates will be required to complete a background check, including but not limited to a Criminal Record Check, in accordance with the duties of this position.

Salary Range: \$62,109.50 to \$72,659.34, Band 7 on the Town's 2025 Pay Grid, plus a comprehensive benefits package.

Qualified candidates are invited to apply no later than 4 p.m. on **Monday, March 10, 2025**. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway, addressed to Human Resources. Please do not email your application. Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment.

Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.