



Financial Analyst - Payroll - Job ID #2311

Job Title	Financial Analyst - Payroll	Status / Job Type	Permanent Full Time
Commission	Corporate Services	Department	Finance
Union Affiliation	APAE/EXEMPT	Number of Openings	1
Rate of Pay	\$37.62 to \$47.03	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Apr 3, 2025
Job ID #	2311	Closing Date (4:30 pm)	Apr 17, 2025

Position Summary

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. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Senior Financial Analyst Accounting and Payroll, the Financial Analyst - Payroll is required to perform general ledger account analysis and reconciliation as it relates to Payroll, process a bi-weekly payroll including verifying calculations and integrity checking of time and attendance information, maintain monthly reconciliation of OMERS credited services, contributory earnings and deductions as well as administer OMERS for unpaid time off, disability waivers and terminated/retired employees and maintain records. The Financial Analyst - Payroll will also prepare yearend working papers for payroll accounts, assist with the preparation and distribution of T4's and reconcile and report to governing bodies (Receiver General, WSIB, EHT, OMERS). Other duties include but are not limited to assistance with the payroll module in regards to budget preparation and distribution for full-time staff including salary and benefit information, creating reports, providing payroll information as request by departments, completion of Records of Employments, working in collaboration with Human Resources on the time and attendance software Workforce, writing test scripts and full testing of JD Edwards payroll module during upgrades, calculating employee taxable benefits and being a support and backup to other payroll staff. Overtime may be required from time to time.

Qualifications

- Applicants must have successfully completed a post-secondary degree or equivalent with an emphasis in accounting, business and/or finance and a minimum of two (2) years related work experience at an intermediate

or senior level is required.

Currently enrolled and actively pursuing a recognized professional accounting designation program (CA, CMA and CGA) or Canadian Payroll Certification is required.

- Intermediate knowledge of Microsoft Office software is essential.

Applicants must have the ability to work with multiple conflicting priorities and work under strict deadlines.

- Applicants will have demonstrated analytical skills, innovation, communication and strong interpersonal skills. Ability to work independently and within a team environment is essential.
- Experience liaising with Human Resources and IT in the application of the Time and Attendance Software is an asset.

Qualified candidates please attach a detailed .pdf format resume & cover letter

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.