



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Payroll Specialist

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$79,527.11- \$99,408.45

Vacancy Reason: Permanent Replacement

Closing Deadline: May 25, 2026

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Supervisor, Accounting, the Specialist, Payroll will be responsible for administration and payroll processing activities including and not limited to interpreting changes to legislation and providing advice to administrative/legislative procedures and practices regarding pension plan and collective bargaining agreements as they impact payroll, preparing payroll entries and adjustments using payroll system (ADP WFN).

Responsibilities

- Comprehensive management of by-weekly payroll processing.
- Preparing monthly and year-end payroll reconciliations.
- Preparing year-end audit working schedules and providing variance analysis for payroll accounts.
- Accountable for responding to requests from auditors, responding to payroll inquiries, preparing journal entries and payroll remittances.

Qualifications

- A Post-secondary diploma/degree in accounting and payroll compensation or business administration disciplines
- Minimum of 3 years of working knowledge and experience in an accounting environment, inclusive of full-cycle payroll administration, account reconciliation, variance analysis, accounts payable, and journal entry preparation.
- Payroll Compliance Practitioner (PCP) designation is required.
- Experience with ADP Workforce Now system.
- Have strong knowledge of provincial and federal legislation as it relates to compensation administration, reporting/remittance requirements, deductions, taxable benefits and other payroll practices.
- Excellent analytical, organizational, investigative, research and problem-solving skills and the ability to deal courteously and effectively with staff, Human Resources and legislative reporting bodies.
- Must hold a valid Class "G" driver's license and a reliable vehicle to use on Town business.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.