



**County Administration Building, Belleville**

**ACCOUNTING AND PAYROLL COORDINATOR  
Full-Time**

**2023-NON-GG-49**

The Treasury Department has an opening for one (1) **full-time Accounting and Payroll Coordinator**. This is a non-unionized position reporting to the Accounting Manager. Under general direction of the Accounting Manager, the Accounting and Payroll Coordinator position is responsible for the day-to-day supervision of the corporate payroll function to ensure legislative compliance, and for the accuracy, integrity, and timeliness of payroll processing and reporting.

**DUTIES:**

- Provides direct supervision to the payroll clerks including planning and allocating daily, weekly and monthly payroll related responsibilities among staff.
- Provide leadership for payroll and benefits administration to management as needed.
- Ensure the timely and accurate processing of payroll data in order that employees receive their pay in accordance with relevant collective agreements, County Policy and/or legislative requirements.
- Ensure that the payroll data is accurately captured, reported and recorded in the general ledger (wage and salary distributions) and that all payroll accounts are reconciled in a timely basis.
- Ensure the timely and accurate reporting, recording and remittance to the benefit carrier for LTD, STD, life, dental, extended health, travel, and semi-private.
- Ensure the timely and accurate reporting, recording and remittances for statutory obligations and OMERS pension on a monthly and annual basis (CRA, EHT, OMERS).
- Liaise and coordinate with Human Resources on payroll related issues.
- Act as liaison with staff and departments in researching and answering questions, providing solutions or alternatives, and facilitating decision making in a positive and professional manner.

- Communicate needs for payroll system updates and improvements to the IT Department and/or payroll service provider.
- Active participant in the development and implementation of new system updates, improvements and/or technologies.
- Develop and recommend new procedures, workflows, and policies.
- Assist in the preparation for the annual external audit.
- Maintain a current knowledge of changes to Federal and Provincial payroll regulations, and interact with these agencies on issues relating to employee compensation and deductions.
- Ensure the security and integrity of payroll information records and employee confidentiality allowing only approved access to payroll records.
- Assume responsibilities of the Accounting Manager in his/her absence.
- Be aware of and follow the Occupational Health and Safety Act and County Policies.
- Other duties as may be assigned from time to time.

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Minimum three-year post-secondary education in Business and Accounting is required.
- A minimum of 2 years payroll experience in a large multi-unionized and computerized setting.
- 1-2 years supervisory experience preferably in a unionized setting.
- Experience in dealing with Collective Agreements.
- Excellent analytical, interpersonal, problem solving and communication skills.
- Excellent organizational skills with attention to details and able to prioritize complex tasks and meet critical deadlines.
- Advanced computer literacy using MS Office applications with advanced proficiency in Excel.
- Ability to exercise appropriate judgement and discretion in dealing with confidential information or material.
- Demonstrated knowledge of accounting principles.

- Experience with Ceridian Dayforce or other payroll systems.
- Experience with Microsoft Great Plains or other enterprise financial systems would be an asset.

**HOURS OF WORK:** 8:30 a.m. to 4:30 p.m. Monday to Friday, 35 hours per week

**SALARY RANGE:** \$ 75,575 - \$88,392 per annum, with excellent fringe benefits

**CLOSING DATE:** February 10, 2023

**Please forward applications to:** [careers@hastingscounty.com](mailto:careers@hastingscounty.com)

Please quote **“2023-NON-GG-49 – “your name”** in the subject line

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. We thank all candidates who apply, but advise that only those persons selected for an interview will be contacted. The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation*