



**County Administration Buildings
Belleville, Ontario**

**Payroll Clerk
Permanent Full-Time**

2023-NON-GG-93

The County of Hastings is currently accepting applications for a permanent **Full-Time Non-Union PAYROLL CLERK** for the Treasury Department at the County Administration Building in Belleville, Ontario.

The role of the Payroll Clerk is to maintain and process payroll records and reports for accounting of salary/wages due, accruals, deductions and other payroll functions.

RESPONSIBILITIES:

1. Prepare and submit to the payroll system salary and wage payrolls including approved data entry of time worked and employee changes as duly approved on the Payroll Change Notices forwarded from the Human Resources office. Follow up, as necessary with Human Resources for clarification and service provider to ensure data is received for processing.
2. Maintain employee benefit records including status changes and calculations to facilitate remittances to the agencies carrying the Corporations fringe benefits.
3. Prepare and forward payroll remittances to all agencies as required.
4. Extrapolate and enter BI-weekly payroll data to support labour distribution to appropriate departments.
5. Maintain payroll registers, input source documents and associated payroll records and correspondence, and ensure confidentiality of records.
6. Balance and reconcile assigned payroll records; resolve and adjust discrepancies; analyze computer reports to identify and locate sources of error.
7. Consult with staff and other departments to discuss, research, evaluate and resolve routine salary and wage problems. Refer more difficult problems or those requiring decision making outside of limits to supervisor.
8. Respond to queries from staff, outside agencies and service providers to resolve routine operational issues.
9. Verify and check payroll output from payroll service provider to ensure completeness and accuracy prior to payroll direct deposit/cheque issuance. Action any errors identified prior to payroll issuance.
10. Inform and seek direction from Accounting and Payroll Co-ordinator on those issues outside the routine operational parameters.
11. Generate reports, gather and analyze payroll data as required by Co-ordinator.
12. Receive the approved Treasury and Provincial Offenses time reporting for staff, maintain the appropriate attendance records and follow up for clarification or to resolve discrepancies.
13. Provide clerical support to maintain approved vacation schedule for the Treasury and Provincial Offenses staff to track, verify and report to Treasurer the status of department vacations.
14. Be aware of and follow the Occupational Health and Safety Act and County Policies.
15. Other duties as may be assigned from time to time.

QUALIFICATIONS:

1. Post secondary education in Accounting or Business Administration, or a related field.
2. Minimum of 2 years experience preferred in a computerized payroll environment.
3. Experience using Microsoft Office Applications including Excel, Word and Access database.
4. Ability to complete accurate data entry.

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

WAGE RANGE: \$56, 272 - \$65, 816, with excellent fringe benefits

CLOSING DATE: March 28, 2023 at 4:00 pm

Please forward applications to: careers@hastingscounty.com

Please quote **“2023-NON-GG-93 – “your name”** in the subject line

Colleen Dunham, A/Human Resources Advisor
Talent Management & Acquisition

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. The successful candidate will be required to provide a clear Criminal Record Check and/or Vulnerable Sector Check and proof of being fully vaccinated against COVID-19 or eligible approved exemption by Hastings County.