

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following vacancy:

HR, Payroll, and Benefits Coordinator

Permanent, full-time position

Salary: \$74,857.00 - \$93,566.00 based on a 35-hour work week.

Highly organized with strong analytical skills, you will fill an existing vacancy and be expected to prepare full cycle bi-weekly payrolls from time sheet entry as well as time and attendance downloads, process and maintain records, and reconcile and analyze discrepancies while ensuring the timely payment of employer benefits and government deductions. You will also be responsible for all benefit and pension administration, reconciliations, and reporting including annual year-end pension reporting and T4s. Additionally, you will be required to draft reports and various assignments and complete other administrative duties as required.

Your experience in a high-volume payroll environment is complemented by a familiarity with payroll software, a keen attention to detail, and a demonstrated ability to prioritize tasks. You have a college education in a related field along with a minimum of five years of payroll/benefits/pension experience and have completed (or are working toward the completion of) the Canadian Payroll Association's Payroll Administrator's Course. A working knowledge of municipal treasury and experience with StarGarden software, would be an asset. A thorough knowledge of federal and provincial laws, regulations, policies, and collective agreements as they pertain to salary and wage administration is required.

The successful candidate will also be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

How to Apply:

When emailing your application, please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)).

Please indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Wednesday, February 28, 2024**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to

accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.