

**POSITION SYNOPSIS AND PURPOSE**

(A position overview and how it aligns with corporate strategies)



The Payroll Clerk is responsible for managing all aspects of payroll and mandatory employee benefits for both municipal employees and elected officials. Reporting to the Director of Finance, this role ensures the accurate and timely processing of payroll, including wage calculations and deductions. The Payroll Clerk also manages compliance with federal and provincial regulations, prepares TD1s and T4s for the employees, elected officials, and the Canada Revenue Agency. Employee records are managed in collaboration with, and through, the Director of People and Culture. All remittances relating to payroll are the responsibility of the Payroll Clerk.

This position is vital to maintaining the financial integrity of the Municipality, ensuring that all payroll obligations are met efficiently and accurately, directly supporting the well-being of the Municipality’s workforce. The Payroll Clerk also plays a key role in ensuring compliance with regulatory requirements and maintaining transparency through accurate financial reporting and documentation and information to employees about payroll matters.

**MAJOR RESPONSIBILITIES**

(Position activities and allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
<p><b>Payroll Processing</b></p> <ul style="list-style-type: none"> <li>• Accurately calculate and process payroll for all municipal employees and elected officials, ensuring secure and timely upload of payroll files to financial institutions.</li> <li>• Develop and implement payroll forms and reporting processes, ensuring clear communication and understanding across all departments.</li> <li>• Maintain accurate records of sick leave, vacation leave and other accumulated benefits for unionized employees. Stay updated on workers’ compensation benefits, union contracts and other compensation-related rules to ensure payroll accuracy and compliance.</li> </ul>	<p>40%</p>

Description	Approximate Time Spent (%)
<p><b>Financial Reporting</b></p> <ul style="list-style-type: none"> <li>• Prepare labor and benefits cost budgets annually including both mandatory and group benefits, analyze variances and provide detailed reports to the Director of Finance.</li> <li>• Prepare and submit necessary documentation to the Municipal Auditor and the Audit and Internal Control Committee, ensuring compliance with internal controls.</li> <li>• Create “how-to” guides and reports on various payroll functions and tasks to support training and process consistency.</li> </ul>	20%
<p><b>Collaboration and Communication</b></p> <ul style="list-style-type: none"> <li>• Collaborate with the Director of People and Culture to ensure accurate and secure management of employee records, including maintaining confidentiality.</li> <li>• Work closely with other departments to ensure smooth payroll processing and compliance with municipal policies.</li> <li>• Provide clear communication to employees regarding payroll matters, ensuring they are informed about their entitlements and responsibilities.</li> </ul>	20%
<p><b>Administrative and Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• Ensure all payroll-related documents are properly filed, secured and accessible only to authorized personnel.</li> <li>• Act as a backup for other finance department functions as needed to support the overall financial operations.</li> <li>• Remit WCB premiums for fire departments quarterly.</li> <li>• Prepare pension adjustments for review by Director of Finance and included on annual T4’s.</li> <li>• Other duties as assigned.</li> </ul>	20%

**\*Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

## MINIMUM QUALIFICATIONS



### **Education (degree/diploma/certifications):**

- A degree or diploma in accounting or finance from a recognized post-secondary institution.

### **Experience:**

- Three to five years of related experience.
- Experience working with SAP or other payroll and benefit software.

### **Knowledge/Skill/Ability:**

- Solid understanding of the legislative requirements of payroll is required including familiarization with provincial and federal employee, benefit and tax regulations.

## WORK CONDITIONS



### **Work Demands**

#### **This position spends approximately:**

- [100]% of the time indoors
- [0]% of the time outdoors
- [0]% of the time driving a vehicle during work

#### **Physical effort:**

- Prolonged sitting
- Frequent data entry
- Light lifting (files/documents)

#### **Mental effort:**

- High concentration
- Attention to detail
- Problem-solving

#### **Hours of work:**

- 35 hours per week, typically Monday to Friday 8:30 am – 4:30 pm with a one-hour unpaid lunch and the ability to work some evenings and weekends based on operational need

**Work Location:**

- On-site (100% of work performed on-site)
- Hybrid (Combination of on-site and remote work)
- Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.

**ACCOUNTABILITY AND INITIATIVE** 

**Independent Decision Making:**

- Resolve payroll discrepancies
- Manage payroll processing timelines

**Financials and Budget:**

- Prepare payroll-related budget information
- Ensure accurate financial reporting

**Confidential Information:**

- Protect employee information and records
- Handle sensitive payroll and benefits information

**Creativity and Ingenuity:**

- Improve payroll processes
- Enhance employee communications on benefits

**POSITION CLASSIFICATION**  
(Where this position fits) 

<b>Position Title:</b> Payroll Clerk	<b>Division:</b>
<b>Department:</b> Finance	<b>Classification:</b>
<b>Positions Supervised Directly:</b>	<b>Reports to (Direct):</b> Director of Finance

<b>Salary Grade:</b> 3	<b>Positions Supervised Indirectly:</b>
<b>Hours per week:</b> 35 hours per week, typically Monday to Friday 8:30 am – 4: 30 pm with a one-hour unpaid lunch and the ability to work some evenings and weekends based on operational need	<b>Work Location:</b> Administration Building
<b>Effective Date:</b> November 10, 2020	<b>Revision Date:</b> January 8, 2026 September 8, 2024

### Organizational Chart

The reporting relationship of this position to others within the immediate department.

