

## PAYROLL AND BENEFITS CLERK

<b>Employment Status:</b>	Permanent, Full-Time
<b>Compensation Range:</b>	\$29.76 - \$33.62 / 35 hours per week
<b>Location:</b>	399 Ridout St. N, London, ON
<b>Union/Non-union:</b>	CUPE 101.5

### POSITION OVERVIEW

Reporting to the Manager of Finance, the Payroll and Benefits Clerk is responsible for the preparation and processing of payroll for salaried and hourly employees ensuring that the full payroll cycle is completed accurately, on time, and in accordance with applicable legislation, corporate policies and collective agreement(s). The Payroll and Benefits Clerk also completes administrative activities relating to pension and benefit requirements, and monthly and year end reconciliations and reporting. This is a unionized position within our CUPE 101.5 bargaining unit.

### QUALIFICATIONS

- Two-year college diploma in payroll administration, business or accounting or equivalent experience.
- Three (3) years of prior payroll and benefits experience in a municipal setting.
- Payroll Compliance Professional (PCP) designation or working towards designation considered an asset.
- General knowledge of the applicable legislation and regulatory knowledge, including but not limited to, the Employment Standards Act, Employment Income Act, Income Tax Act, OMERS, Ontario Pension Benefits Act, etc.
- Knowledge of computerized information systems and municipal accounting related software (Microsoft Office Suite, UKG)
- Current Criminal Record Check that is satisfactory to Middlesex County.

### WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists. At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

### HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to [hr@middlesex.ca](mailto:hr@middlesex.ca) by **4:30 p.m. on August 23, 2024.**

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

### WHAT WE OFFER

Flexible Work Opportunities  
Employee Recognition Events  
Professional Development  
Flex Time/Banked Time-Off  
OMERS Pension Plan  
Health and Dental Benefits  
Employee and Family Assistance Program

### VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

**Join our team and build a  
rewarding career!**

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



## COUNTY OF MIDDLESEX POSITION DESCRIPTION

<b>TITLE:</b>	Payroll and Benefits Clerk	
<b>DEPARTMENT:</b>	Finance/Treasury	
<b>REPORTS TO:</b>	Manager of Finance	
<b>EFFECTIVE DATE:</b>	April 2023	<b>POSITIONS SUPERVISED:</b> Zero

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### POSITION SUMMARY:

Reporting to the Manager of Finance, the Payroll and Benefits Clerk is responsible for the preparation and processing of payroll for salaried and hourly employees ensuring that the full payroll cycle is completed accurately, on time, and in accordance with applicable legislation, corporate policies and collective agreement(s). The Payroll and Benefits Clerk also completes administrative activities relating to pension and benefit requirements, and monthly and year end reconciliations and reporting.

The Payroll and Benefits Clerk is responsible for the payroll and benefit administration of one or more of the following employee group:

- County Council, County Administration and County Roads (approx. 200 employees).
- Strathmere Lodge (approx. 200 employees).
- Middlesex-London Paramedics Services Employees and Middlesex-London Paramedics Services Management (approx. 400 employees).

### PRINCIPAL RESPONSIBILITIES:

- Serves as the first point of contact for internal payroll related requests or inquiries and provides assistance as required. Escalates any requests or inquiries to the Manager of Finance as required.
- Processes the bi-weekly payroll for salaried and hourly employees in an accurate and timely manner as assigned by the Manager of Finance.
- Processes employee benefit enrollments, changes, terminations, beneficiaries, etc.
- Reconciles payroll information reports and payments.
- Prepares payroll processing charges and payroll summary reports for approval by the Manager of Finance.
- Posts general journal entries to Great Plains Accounting system.
- Prepares the cheque requisitions associated with payroll.
- Completes and issues Records of Employment (ROE) in accordance with Service Canada requirements and maintains a record all of the ROE numbers.
- Prepares manual cheques when required.



- Prepares and reconciles T4s.
- Prepares year-end payroll information for the County financial statements.
- Responsible for general administration of the OMERS and benefit plans (enrollments, changes, retirements, reconciliations).
- Updates the “Master Employee List” for reports such as EAP, budgets, pay increases and other reports requested by management.
- Tracks various requirements (eg. WSIB costs, boot allowances, part time hours, etc.).
- Maintain detailed records and documentation of payroll functions for record retention and auditing purposes in accordance with statutory requirements and internal control policies and procedures.
- Acts as backup for other positions within the Finance Department, as required.
- Assists the Manager of Finance with special projects as requested.
- Performs other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- General knowledge of the applicable legislation and regulatory knowledge, including but not limited to, the Employment Standards Act, Employment Income Act, Income Tax Act, OMERS, Ontario Pension Benefits Act, etc.
- Strong interpersonal and communication skills, both oral and written.
- Ability to use tact and diplomacy in dealing with sensitive and confidential information.
- Ability to work independently and to prioritize to meet strict deadlines.
- Ability to balance multiple priorities, often with conflicting timelines in a fast-paced environment.

#### **MINIMUM QUALIFICATIONS:**

- Two-year college diploma in payroll administration, business or accounting or equivalent experience.
- Payroll Compliance Professional (PCP) designation or working towards designation.
- Three (3) years of prior payroll and benefits experience in a municipal setting.
- Current Criminal Record Check that is satisfactory to the County of Middlesex.