



**Join our team as a:**

**Payroll and Benefits Clerk  
(Temporary, Full-time Contract – Up to 1-year)**

The County of Middlesex 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. Middlesex County offers residents easy commutes, safe communities, a diverse economy, exceptional healthcare facilities, affordable housing, diverse 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.

### **Overview of the Position**

Reporting to the Treasurer, the Payroll/Benefits Clerk is responsible for the processing of six (6) separate payrolls from input to cheque production to the posting of journal entries. Position is also responsible for employee enrollment and general administration of the benefit and pension plans. Additional details and a full job description are available at [www.middlesex.ca](http://www.middlesex.ca).

The ideal candidate will be someone who takes initiative, has excellent organizational skills, positive attitude, and is able to work well in a team environment.

### **What We Offer**

Middlesex County provides competitive compensation, complete with comprehensive health and dental benefits (or pay in lieu of benefits as per the applicable Collective Agreement), and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. The pay rate for this position is \$25.99 - \$29.27 per hour for 35 hours per week.

### **How to Apply**

Interested candidates are invited to submit their cover letter and resume to **Jessica P. Ngai, Director of Human Resources**, by email at [hr@middlesex.ca](mailto:hr@middlesex.ca) by **4:30 p.m. on Wednesday, August 10, 2022**.

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.

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.