

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

PAYROLL AND BENEFITS COORDINATOR

Permanent Full Time

JOB ID: C45-24	LOCATION: Remote & 30 Centre St, Orangeville ON
JOB TYPE: Permanent Full Time (Non-Union)	DEADLINE TO APPLY: 4:30 p.m. on April 22, 2024

Reporting to the Manager of Corporate Finance/Treasurer, the Payroll and Benefits Coordinator will support the organization by managing the payroll and benefits process and ensuring compliance with County's policies as well as applicable legislation.

What we can offer YOU!

- A competitive hourly wage ranging between \$36.61 - \$42.82
- Hourly **hiring range** between \$36.61 - \$39.59
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Eligible to enroll in OMERS pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

What you'll do

- Process biweekly payroll for union and non-union employees
- Process monthly payroll for Councillors
- Perform manual calculations for leaves of absence, retro pay increments, temporary wage top-ups, benefits, and adjustments that impact employee pay
- Prepare all remittance reports related to payroll including statutory remittances, pension contributions, union dues, group benefits, garnishees, etc.
- Prepare all year end reconciliation and reporting requirements for Income Tax, Canada Pension Plan (CPP), Employment Insurance (EI), Employer Health Tax (EHT), Workplace Safety and Insurance Board (WSIB), T4/T4A forms and pension adjustment calculations
- Communicate with employees regarding payroll, benefit and pension changes; prepare and provide correspondence in relation to payroll and benefits
- Other duties as assigned

What you'll bring

- Two (2) year diploma in Business Administration, Accounting or a related field
- Payroll Compliance Practitioner (PCP) certificate
- Minimum three (3) years' full-cycle experience in payroll
- Strong accuracy and attention to detail
- Considerable knowledge of the methods, practices and principles used in the preparation, calculation and processing of payrolls; and of the rules, regulations and legislation applicable to same
- Advanced skills in Microsoft Office including spreadsheet application
- Advanced skills in computerized payroll software
- Ability to understand and perform payroll calculations and to control and balance records and summaries.
- Ability to exercise tact and diplomacy in explaining payroll calculations and legislative requirements.
- Ability to work under pressure and adhere to tight deadlines

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by May 13, 2024. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

