



EMPLOYMENT OPPORTUNITY

Payroll/Accounting Clerk (Temporary – 9-month Term)

The City of Pembroke is situated on the beautiful Ottawa River, a vibrant little city of 16,200 that is renowned as “the heart of the Ottawa Valley.” Pembroke is a single-tier municipality in the County of Renfrew.

The City of Pembroke is recruiting for a **Payroll/Accounting Clerk** This is a temporary position for 9 months.

Reporting to the City Treasurer, the Payroll and Accounting Clerk is responsible for completing accurate and timely payroll production and maintaining accurate payroll back-up and documentation. The Payroll and Accounting Clerk will also accurately prepare Monthly Bank Reconciliations, and to provide support to annual payroll budget as required.

The ideal candidate will possess:

- Post-secondary degree or diploma in business or accounting. *(Post-secondary education in Human Resources would be considered an asset.)
- Must possess competency of accounting procedures and practice, as well as their application to a system of general ledger and sub ledger accounts.
- 2 years “hands on” experience processing automated payroll for 150+ employees, (includes source deduction such as WSIB, family responsibility, EHT) processing ROE’s, T4’s, electronic funds transfers, and reconciliations.
- Experience handling pension plans and Canada Savings Bond payroll deductions.

*Note: A combination of education and practical experience may be considered.

Hours of Work: 1820 hours annually (35 hours per week) plus overtime in support of operational requirements.

Salary (2022): \$51,160.62 annually plus 4% vacation pay.

Applicants are invited to submit in confidence a detailed cover letter and résumé by September 12, 2022, at 12pm (local time) to:

Mrs. Arin Crinnion
Human Resources Coordinator
City of Pembroke
1 Pembroke St. E.
Pembroke ON K8A 3J5
Fax: 735-3660
Email: [Human Resources](#)

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.



Title: Payroll/Accounting Clerk (Temporary)

Department: Treasury

Reports to: Treasurer

Education and Experience:

- 1) Post-secondary degree or diploma in business or accounting. *(Post-secondary education in Human Resources would be considered an asset.)
- 2) Must possess competency of accounting procedures and practice, as well as their application to a system of general ledger and sub ledger accounts.
- 3) 2 years "hands on" experience processing automated payroll for 150+ employees, (includes source deduction such as WSIB, family responsibility, EHT) processing ROE's, T4's, electronic funds transfers, and reconciliations.
- 4) Experience handling pension plans and Canada Savings Bond payroll deductions.

*Note: A combination of education and practical experience may be considered.

Skills and Abilities:

- 1) Proficiency using Microsoft Word and Outlook computer applications, with a high level of expertise using Microsoft Excel.
- 2) A high level of confidentiality, interpersonal, communication and customer relations skills and the ability to prioritize workload and meet deadlines. Must be detail-oriented and accurate, as well as possess and exercise a high degree of accuracy in day-to-day duties and job activities.
- 3) Must be capable of maintaining a comprehensive, computerized payroll system, including the preparation of all background materials and data leading to the preparation of a complete payroll and subsequent transactions.
- 4) Must possess the ability to work with a minimum of supervision.
- 5) Must be prepared, upon request, to provide input into studies and implementation action for improvements and modification to the account and payroll functions.

Job Summary:

Reporting to the Treasurer, the Payroll and Accounting Clerk is responsible for completing accurate and timely payroll production and maintaining accurate payroll back-up and documentation.



General Scope of Duties:

- 1) To prepare all necessary backup material for the preparation of any or all of the payroll requirements of the City, its Departments and Local Boards, to and including the preparation of payroll cheque stubs, direct deposits, retroactive payments, payroll records and the subsequent reports, and documentation resulting there from.
- 2) To process ROE's, T4's, T4A's, EHT reports, source deductions, and reconcile at year end.
- 3) To prepare working papers, reports and reconciliations as required for annual financial audit.
- 4) To prepare documentation required for posting of accounting records of the City, its Departments and Local Boards.
- 5) To prepare reports from the accounting functions of the City, its Departments and Local Boards.
- 6) To assist, upon request, in the preparation and development of procedures towards modification and improvement of the accounting and payroll functions and their implementation.
- 7) To deal with and maintain a high standard of relations with the public, staff, Elected Officials and senior managers.
- 8) To supervise and train personnel in the functions within the scope of the accounting and payroll fields.
- 9) Assist with the preparation of automated monthly bank reconciliations for all city accounts, including processing adjustments using an electronic system.
- 10) Liaise with the Human Resources staff and external auditors.
- 11) Research, gather and provide data analysis pertaining to Contract Negotiations
- 12) Provide support in labor relation activities including obtaining information, preparing historical data and cost estimates
- 13) Prepare cheque requisitions for management approval for payment of severance settlements and send cheques for RRSP contributions to the impacted employee's financial institution as instructed by the employee.
- 14) To carry out and/or assist in the general office duties of the Treasury Department of the City by performing other related tasks as assigned.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

Hours of Work:

35 hours/week (8:00 AM to 4:00 PM) Monday to Friday with occasional overtime.