



The City of Pembroke Treasury Department is currently seeking a **Full-Time Payroll Clerk** to join their team.

About Us

The City of Pembroke is the Heart of the Ottawa Valley. You can do it all from beautiful Pembroke thanks to our unparalleled quality of life, competitive property costs, cost of living, critical infrastructure, healthcare, education resources, and proximity to Ottawa. Enjoy a work-life balance set according to your terms in Pembroke. Learn more about us at www.pembroke.ca

Position Summary:

The Payroll Clerk will be responsible for the accurate and timely processing of payroll, performing various clerical and accounting tasks such as data management and keeping employee information that is relevant to payroll purposes up to date. The Payroll Clerk is a member of the Treasury team and provides support to other roles within the department as required.

Qualifications:

- Post-secondary education in Business Administration, Accounting, or a related field or a combination of education and work experience
- Completion of payroll certification (e.g., PCP – Payroll Compliance Practitioner) or willingness to undertake this training within the first six months.
- Minimum two years of experience in accounting and payroll administration.

Hours of work:

1820 hours annually (35 hours a week) with occasional overtime.

Salary and Benefits:

- \$56,724 - \$70,905 annually.
- Extended Health Care, Dental, Vision, Life Insurance, Long Term Disability and Accidental Death insurance.
- 15 days' vacation, increasing with years of service plus 2 wellness days.
- OMERS defined pension, including 100-per-cent employer matching.
- Professional development and skill-based training opportunities.
- Employee and Family Assistance Plan.

Applicants are invited to submit in confidence a detailed cover letter and resume by 12pm on **March 7th, 2025.**

Arin Crinnion - Human Resources Coordinator
City of Pembroke
1 Pembroke St. East, Pembroke, ON K8A 3J5
Email: HR@pembroke.ca

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes

City of Pembroke
Treasury Department

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| TITLE: | Payroll Clerk |
| DEPARTMENT: | Treasury |
| REPORTS TO: | Treasurer |

Position Summary:

Reporting to the Treasurer, the Payroll Clerk is responsible for completing accurate and timely payroll production and maintaining accurate payroll back-up and documentation for all city and local board employees, ensuring compliance with the local government regulations and collective agreements. This role requires meticulous attention to detail, familiarity with Ontario’s payroll legislation, and the ability to manage confidential information.

Education/Qualifications/Experience:

- Post-secondary education in Business Administration, Accounting, or a related field or a combination of education and work experience
- Completion of payroll certification (e.g., PCP – Payroll Compliance Practitioner) or willingness to undertake this training within the first six months.
- Minimum two years of experience in accounting and payroll administration.
- Experience within the public sector, municipal sector and/or a unionized environment are considered assets.

Skills and Abilities:

- 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 and organizational skills in day-to-day duties and job activities.
- 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.
- Thorough understanding of employment standards, tax laws, and other payroll-related legislation.
- Experience with payroll software
- Demonstrated ability to work effectively within a team as well as independently.
- Must possess the ability to work with a minimum of supervision.
- Proficient in accounting software and MS Office Suite, including a high level of expertise using Excel.

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, up to and including the preparation of payroll cheque stubs, direct deposits, retroactive payments, special payments, separation pay, payroll records and the subsequent reports, and any documentation resulting there from. Ensure receipt of appropriate, complete, signed/approved documentation to support the payroll function.
- 2) To process ROE's, T4's, T4A's, EHT reports, source deductions, and reconcile at year end with the support of the Financial Officer.
- 3) To prepare working papers, reports and reconciliations as required for the interim and final annual financial audit and other reporting requirements (example: student job grants) including general ledger reconciliations.
- 4) To prepare documentation required for posting of accounting records of the City, its Departments and Local Boards.
- 5) To ensure accuracy of the payroll system by regularly auditing employee records. To ensure payroll processing adheres to municipal, provincial and federal regulations, including employment standards, taxation laws, and collective agreements and keep up to date with changes in payroll laws.
- 6) To assist, upon request, in the preparation and development of procedures towards modification and improvement of the payroll function 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 respond to employee inquiries regarding payroll and assist with the resolution of any discrepancies.
- 9) Train personnel in the functions within the scope of payroll.
- 10) Liaise with the Human Resources staff, external auditors, external payroll tax agencies, department supervisors and employees.
- 11) Provide support in labour relation activities including obtaining information, preparing historical data and cost estimates
- 12) Prepare cheque requisitions for management approval for payment of payroll taxes, union dues, and other related items.

- 13) To assist the Finance Officer in the administration of employee benefits and banking.
- 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.

Decision Making and Judgement:

- Work is performed under the direction of the Finance Officer and Treasurer.
- A high degree of integrity due to exposure to highly confidential and sensitive information.

Accountability:

- Responsible for accuracy in performance of work.
- Safeguarding confidential/restricted information.

Leadership/Supervision:

- This position has no supervisory responsibilities.

Interpersonal Skills and Contacts:

Internal

- Employees
- Council
- Senior and support staff of other departments

External

- Government ministries and regulatory officials/agencies

Working Conditions:

- Office Environment
- Required to work 35 hours per week.
- Overtime work may be required.
- Travel may be required for training.
- Hold a valid Ontario Driver's License.

Physical Skill and Effort:

- Lifting or moving up to 10lbs may be required.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the City's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.



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.