



The Corporation of the Town of Aylmer
46 Talbot Street West, Aylmer, Ontario N5H 1J7
Office: 519-773-3164 Fax: 519-765-1446
www.aylmer.ca

The Corporation of the Town of Aylmer PAYROLL and BENEFITS COORDINATOR

The Town of Aylmer is a progressive and growing urban centre strategically positioned in the heart of Southwestern Ontario. Aylmer is a growing community with a population of approximately 7,500. Community spirit and a rich history describes our hometown hallmark. A vibrant industrial park and unique commercial area compliment the thriving residential base. A warm, friendly town with a proud heritage and bright future makes Aylmer a great place to consider for the next step in your career.

The Town of Aylmer is currently inviting applications for a motivated and experienced candidate to join the Finance Department in the role of Payroll and Benefits Coordinator. This position will support the Treasurer and will be responsible for processing payroll, remitting benefit premiums, pension contributions and WSIB premiums. Will oversee the collection and remittance of payroll taxes and any required government reporting. Also responsible for the AP/AR accounting duties.

Key Responsibilities:

- Process bi-weekly payroll according to government legislation.
- Process monthly pension contributions and benefits invoice with remittance of both.
- Year-end payroll and pension requirements (T4, annual pension contribution reconciliation).
- Monitor the collection and remittance of payroll taxes (CPP, EI, Employer Health taxes) including any required government reporting.
- Development and recommendation of new or revised payroll processes.
- Prepares annual payroll reports for the Treasurer and/or Administrator.
- Identification and tracking of best practices and trends/advances in the fields of payroll, accounts payable, accounts receivable, tax administration and collection for possible application by the Town.
- Maintains all relevant accounts payable, receivable and payroll procedures as developed by the Finance Department for the flow and handling of cash, calculations, posting and banking operations and reconciliations.
- Handles all incoming invoices and prepares them to be paid, reviews GL coding for potential errors and HST requirements.
- Performs other job-related duties as assigned.

Qualifications:

- Canadian Payroll Association Designation or Payroll Compliance Practitioner (PCP) or Certified Payroll Manager (CPM) near certification or designation required.
- Three years' experience in Payroll processing (preferably ADP Workforce Now), OMERS reporting, and benefit administration considered an asset.
- Certified Human Resources Professional (CHRP/CHRL) designation considered an asset.
- Three-year Accounting diploma or University degree considered an asset.
- Working knowledge of Microsoft Excel required.
- Knowledge of computerized information systems including municipal accounting related software (ie. Microsoft Office and Great Plains would be an asset).
- A focus on quality customer service, continuous improvement and attention to detail is critical.
- Ability to prioritize work and ensure sufficient use of time and completion of tasks required.
- Ability to work outside of regular office hours on occasion to meet scheduled deadlines.



The Corporation of the Town of Aylmer
46 Talbot Street West, Aylmer, Ontario N5H 1J7
Office: 519-773-3164 Fax: 519-765-1446
www.aylmer.ca

Confidential resumes will be accepted until 5:00 pm on December 9, 2022:

Qualified applicants are invited to submit applications to:
The Corporation of the Town of Aylmer
Attn: Human Resources
46 Talbot Street West
Aylmer, ON N5H 1J7
Email: hr@town.aylmer.on.ca

Aylmer is a progressive employer and committed to supporting the growth and well-being of its employees. The Town recognizes that a work/life balance is important to a productive workplace and currently offers a compressed work week flexible arrangement with this position. The Town of Aylmer also offers a full employee benefits program and OMERS retirement plan.

2022 Salary Range - \$51,142.00 to \$62,134.80

A copy of the complete position description is available from the Town's website at www.aylmer.ca

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

The Town of Aylmer will attempt to provide reasonable accommodation for known disability for an applicant or employee if requested. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicant.