



INTERNAL JOB POSTING ADMIN-22-02

Administration

Accounting Clerk - Payroll

Date Posted: April 5, 2022

Job Type: Permanent Full-Time

Current Job Description Applies CUPE LOCAL 3045 Rate of Pay: \$31.41/hr

GENERAL

The Municipality of Greenstone requires a permanent full time Accounting Clerk – Payroll. The position would be responsible for accounting duties related to payroll and general office.

QUALIFICATIONS

- Post Secondary education with a Diploma in Business Administration/Accounting or equivalent.
- Two years experience in payroll and benefits in a financial environment
- Experience with computerized accounting software
- Working knowledge of Acrobat Adobe DC Pro and Microsoft Excel.
- Experience with Vadim Municipal Software would be considered an asset
- Bilingualism an asset

DUTIES AND RESPONSIBILITIES

- Administration of New Hires, Re-Hires, Leave of Absence, Long Term Disability, Legislated Leaves, Terminations and Retirements.
- Calculating and entering payroll including adjustments as required by statute or as authorized.
- Issuing T'4s for all employees.
- Reconciling OMERS, WSIB, EHT annually.
- Year-end reconciliation of all benefits accounts, T4 Preparation and Balancing Year End Payroll General Ledger Accounts.
- Administers benefits and answers all inquiries from staff related to the program.
- Provide monthly reports to the Office Manager.
- Cover for the Accounting Clerks at Ward offices when required.
- Maintains accurate union seniority list.

REPORTING RELATIONSHIP:

- Office Manager

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.



MUNICIPALITY OF
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HOURS OF WORK

- Required to work 7 hours/day, 35 hours/week,
- Work in an office(s)

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 pm, Tuesday, April 12, 2022 to:

Al Gordon

Manger, Human Resources

Municipality of Greenstone Administration Office

1800 Main St., Box 70

Geraldton, ON POT 1M0

Email: al.gordon@greenstone.ca

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