



Job Posting
Human Resources/Payroll Coordinator

12- Month Contract

Competition #2023-30

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 10,000, located on the southerly tip of beautiful Georgian Bay. We are looking for a Human Resources/Payroll Coordinator to join our team! The Human Resources/Payroll Coordinator is a key member of the Human Resources team providing professional support to the Town of Penetanguishene. While maintaining confidentiality, the position supports various Human Resources functions including talent acquisition, on-boarding and orientation, benefits and payroll administration, employee engagement, labour relations, health & safety.

Duties include but are not limited to:

- Responsible to lead the implementation of ADP Payroll (Workforce Now).
- Collect, document, and validate function requirements, mapping functionality and configuration.
- Conduct training with staff to perform day to day activities related to ADP system.
- Processes the bi-weekly payroll in compliance with Town policy and the CUPE Collective Agreement, sets up new employees, maintains appropriate records (i.e., record employee attendance, issue annual statements), collects time sheets; follows up on exceptions; issues Records of Employment. Maintain payroll related information in Payroll files.
- Process annual T-4's for all employees, year-end coordination for WSIB, EHT and OMERS reporting. Prepares year-end payroll and remuneration reports.
- Prepares payroll Source Deductions reports for online payments.
- Participates in the development, improvement and implementation of internal administrative procedures and training and ensures procedural manuals are updated.
- Administers the employee benefit plan and pension program, verifies eligibility, reviews coverage, assists employees with claims, changes and enrollments and disability management.
- Administers the Performance Management cycle ensuring the annual schedule is followed through communication to the management team and tracking completion of evaluations.
- Supports Joint Health & Safety Committee by setting agendas, completing meeting minutes, organizing and tracking inspection schedules, overseeing the tracking of hazards and conducting AED inspections.
- Supports the coordination of staff training programs, including recording and tracking of training.
- Coordinates employee engagement activities and staff events.
- Provides support in labour relations matters as required.
- Coordinates the recruitment process by posting vacancies, organizing and screening applicants, preparing interview materials, participating on interview panels and drafting of job offers and/or employment contracts. Onboarding of new employees including orientation/training.
- Maintains specific filing systems and procedures for the Human Resources department. Maintains the electronic records management system and paper record filing system in accordance with the Ontario Municipal Records Management System (TOMRMS).

Required Qualifications:

- Completion of Post-Secondary education in Business Administration or Human Resources.
- 3-4 years of applicable working experience in ADP Workforce Now.
- Working towards CHRP designation is considered to be an asset.
- Payroll experience is a definite asset.
- ADP Workforce Now implementation experience is a definite asset.
- Experience with reporting skills, records management, handling confidential matters and providing presentations to groups.
- Bilingual in both official languages (French and English) would be considered an asset.

- Good computer skills including word processing/spreadsheet software (Microsoft), internet and email programs, records management software, HRIS systems and related office equipment.
- Must possess superior public relations and interpersonal skills to deal courteously and effectively with all levels of staff.
- Knowledge of the Employment Standards Act, Occupational Health & Safety Act, Human Rights legislation, and accessibility legislation is required.
- Must be well organized and able to deal with multiple priorities.
- Must have a valid unrestricted "G2" class Driver's License.
- Knowledge of basic Occupational Health and Safety practices is important.

Compensation: The current annual salary range for this position is \$ 63,700 - \$74,493, based on a 35-hour workweek. The Town offers a competitive benefits and pension package.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on December 22, 2023** to the Human Resources Department by email hr@penetanguishene.ca.

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.