

THE CORPORATION OF THE TOWN OF INGERSOLL

Invites applications for the position of

Payroll, Benefits and Human Resources Administration



Located in Oxford County in Southwestern Ontario, Ingersoll offers urban living with small-town values yet enjoys easy access to larger cities. Surrounded by farms and nature, Ingersoll is home to a diversity of thriving industries and commercial businesses and is host to many special events, athletic and recreational amenities and excellent schools. For more information on the Town, please visit our website at www.ingersoll.ca.

Position Overview: Responsible for the administration and maintenance of the municipal payroll and benefits function and, provide administrative and clerical support to the Human Resources department.

- As the sole Payroll and Benefits Administrator:
 - Undertakes bi-weekly and monthly payroll for union and nonunion staff
 - Processes status changes, rate increases, lay-offs and terminations
 - Calculates all pay adjustments, retro and stat holiday payments
 - Enters new hiring information into payroll database
 - Calculates various benefits such gym memberships, clothing allowance etc.
 - Maintains shift and stand-by premium rates
 - Processes record of employment
 - Signs up new employees for benefits, TD1s etc. and keeps information current
 - Records all job costing by journal entry to G/L and calculates monthly payments for Union dues, WSIB payments, Health Benefits, OMERS, EI, CPP, Income Tax
 - Issue T4 slips and balance OMERS form 119
 - Responsible for administering OMERS.
 - Process WSIB claims and related wage adjustments
 - Administers all employee benefit remittances/additions and year-end reconciliations and reporting requirements.
 - Prepares vacation carryover and sick time payout for union staff
 - Reconciliation of payroll accounts, complete payroll related reports and analysis
- Keep current on all aspects affecting the payroll process and take advantage of training sessions relating to OMERS, the Employee benefit package and the various legislative provisions
- As Human Resources Administrator:
 - Create and maintain all employee personnel files
 - Assist in the management of the Town's online training platform; assigning new hire, volunteers and committee members, refresher and performance improvement training as requested; ensuring the timely completion of assigned modules and ensuring that all training is completed before first shift.
 - Assist department managers with the interpretation and administration of policies, collective agreements, programs and best practices as it relates to compensation
 - Work with the HR team to ensure the Town remains compliant with all relevant legislation; adhering to policies and procedures and practices and ensuring Town compliance.
- Maintain strict confidentiality in the performance of duties and with respect to confidential and/or sensitive information.

Qualifications:

- College Diploma in finance, business or commerce
- Canadian Payroll Association Certification preferred
- Education or training in Human Resources considered an asset

Covid-19: Please advise of your vaccination status and whether or not you require an accommodation

Benefits

We offer a competitive salary range of \$57, 402.80 - \$67, 139.80 yearly (based on 35 hours/week), plus a comprehensive benefits package, generous time off and sick policy, OMERS Pension, and more.

Interested applicants are requested to submit their resume to the attention of the HR Coordinator as soon as possible.

Monique Donmoyer

Human Resources

Town of Ingersoll

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The Town of Ingersoll is an equal opportunity employer and will make accommodations available to applicants with disabilities upon request and throughout the entire recruitment process. While we appreciate all applications received, only those invited for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.