



Job Description

JOB TITLE:	Payroll and Benefits Coordinator / Accounting Clerk
DEPARTMENT:	Financial Services
SUPERVISOR'S TITLE:	Deputy Treasurer
SUPERVISES:	DIRECTLY: 0 INDIRECTLY: 0
JOB DESCRIPTION DATE:	January 2026

POSITION SUMMARY

Reporting to the Deputy Treasurer, the Payroll and Benefits Coordinator / Accounting Clerk administers bi-weekly payroll for the Town and provides general accounting support to the Financial Services Department. This position requires exceptional organizational, communication, and administrative skills. The role involves managing confidential and sensitive information, coordinating OMERS pension and benefits administration with third parties, and serving as the primary liaison between employees and third-party benefit providers.

DUTIES AND RESPONSIBILITIES

- Prepare and process biweekly payroll for all employees. To be reviewed and approved by the Deputy Treasurer (or designate).
- Preparing and providing the banking file for uploading to the Bank. Uploading pay stubs for employees and posting the payroll information to the accounting software in an efficient and timely manner.
- Confirm the hours and attendance entered into the Payroll system is correct and approved by the authorized manager. Resolve issues as required on every pay and making necessary corrections and communicate such changes appropriately.
- Communicate effectively in both written and verbal with Town Managers, Directors, Human Resources and employees to ensure all required documentation is compliant and approved as per Town's policies.
- Responsible for correct remuneration, reconciliation of all benefits and deductions, in accordance with Federal and Provincial regulations, preparing audit reports as required and additional reports as requested.



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- Prepare, distribute, and reconcile a variety of monthly and annual remittances including OMERS, WSIB, LTD/STD, Employer Health Tax, Receiver General remittances, etc.
- Ensure compliance with relevant legislation, regulations and corporate policies. Remain appraised of legislative and technological changes impacting payroll processing.
- Preparation and submission of T4's and T4A's.
- Preparation and submission of Record of Employment.
- Recommend improvements to corporate policies, procedures and process improvements relating to payroll processing, benefits administration and payroll information system.
- Process on boarding, employee transfers and terminations in a timely manner, updating all applicable corporate records and accurately calculate payouts or adjustments required.
- Responsible to provide information pertaining to employee benefits plans and pension plan administration.
- Enroll and terminate employees in benefit plans, administer and implement plan changes as directed and preparing communication of change information to applicable employee group (s).
- Process and administer benefit claims (including life, short term and long-term disability, WSIB and OMERS). Liaise with benefit providers to provide updates to the corporation on benefit utilization and trends.
- Ensure pension contributions are calculated and remitted with necessary reporting in compliance with the OMERS act and applicable policies.
- Ensure benefits billing is correct and charged to appropriate departments, performing audits and reports as directed.
- Prepare monthly Accounts Receivable invoices for charge backs for payroll and benefits costs provided to other local boards
- Assists the Financial Services Department with administrative support, journal entries, account reconciliation and various tasks, including but not limited to providing information for the yearly audit.



- Assists with processing any municipal filing requirements and audit inquiries.
- Maintain current and up-to-date knowledge of municipal finance legislation.
- Assist with various financial report preparation as needed, including the annual salary budget
- All other duties as assigned.

EDUCATION, SKILL AND KNOWLEDGE

- Post-secondary degree or diploma in Accounting or Business or a related field from a recognized University or Community College.
- Minimum of one (1) year of direct and relevant experience.
- Previous municipal administrative experience is considered an asset.
- Payroll Compliance Professional (PCP) through the National Payroll Institute and AMCTO Municipal Accounting and Finance Program (MAFP) is an asset.
- Demonstrated proficiency with Microsoft Office Suite including excel applications, Easy Pay and Keystone is an asset.
- Comprehensive understanding of the Employment Standards Act, WSIB, CRA, the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act and all other payroll and municipal related regulations.
- Demonstrating accuracy and thoroughness by monitoring work to ensure quality and excellent attention to detail.
- Strong organizational, analytical and written communication skills; ability to manage confidential information with discretion.
- Proven oral and written communication skills to work with Town Management and Human Resources.
- Ability to prioritize tasks, manage time effectively, and meet deadlines.



- Ability to work with minimal supervision, meet deadlines and ensure confidentiality.
- Demonstrates Corporate values of customer service excellence.
- Adhere to safety standards in accordance with the Occupational Health and Safety Act and municipal policies.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Standard office environment with occasional need to adapt to fast-paced or stressful situations.
- Ability to perform the essential functions of a primarily sedentary position, with or without reasonable accommodation.
- Work involves mental and visual concentration with frequent interruptions including responding to in-person inquiries, phone calls and emails.
- Must be able to deal effectively and courteously with the public.
- May be required to work outside of normal hours to support certain functions and meet deadlines.
- The role requires 100% on-site presence and is not eligible for remote work arrangements.
- The role operates in an open-concept office with individual cubicles and exposure to routine ambient noise associated with conversations, staff activity, music, and client interactions.