



A People Place, A Change of Pace
SHELburne
ONTARIO, CANADA

TOWN OF SHELburne
JOB POSTING
PAYROLL AND BENEFITS COORDINATOR/ ACCOUNTING
CLERK
WAGE RANGE - \$33.14 - \$38.99 (2026)

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. 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. Remuneration includes an extensive benefit package and enrollment in OMERS pension plan.

WHAT WE OFFER YOU!

- A competitive hourly wage ranging between \$33.14 - \$38.99 (2026)
- Eligible to enroll in OMERS pension plan
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- Professional development opportunities

Reporting to the Deputy Treasurer, general duties and responsibilities include but are not limited to:

- Process and administer biweekly payroll accurately and on time, including verification of hours, approvals, pay adjustments, and reconciliation.
- Prepare and submit payroll banking files, pay stubs, and system postings, ensuring seamless integration with accounting software.
- Administer statutory and non-statutory remittances (e.g., OMERS, WSIB, EHT, LTD/STD, Receiver General), including monthly and annual reconciliations and reporting.
- Ensure full compliance with federal, provincial, and municipal legislation, corporate policies, and audit requirements related to payroll and benefits.
- Manage year-end and regulatory reporting, including T4/T4A preparation, Records of Employment, and audit support.
- Oversee employee benefits and pension administration, including enrolments, terminations, contributions, billing, and liaison with benefit and pension providers.
- Process onboarding, transfers, and terminations, accurately calculating payouts, adjustments, and updating corporate records.
- Provide clear guidance and communication to employees, managers, HR, and senior leadership on payroll, benefits, and pension matters.
- Support financial operations, including journal entries, account reconciliations, chargebacks, municipal filings, audits, and budget preparation.

The following qualifications/information must be clearly identified in your resume:

- Post-secondary education in Accounting, Business, or a related field; minimum one (1) year of relevant experience (municipal experience an asset).
- Working knowledge of payroll and municipal legislation, including ESA, WSIB, CRA, Municipal Act, and MFIPPA; PCP and/or AMCTO MAFP considered an asset.
- Strong technical skills, including Microsoft Office (Excel); experience with Easy Pay and Keystone an asset.
- High attention to detail and confidentiality, with strong analytical and organizational skills.
- Effective communicator with the ability to prioritize, meet deadlines, work independently, and deliver excellent customer service.

A copy of the full job description is available at;
<https://www.shelburne.ca/town-hall/careers.aspx>

To apply for this position, please submit your resume by email to:
jobs@shelburne.ca no later than, Wednesday, April 15, 2026, at 1:00pm.

Please quote the job title in the subject line. Mail:

**Human Resources
Town of Shelburne
203 Main Street East
Shelburne, ON
L9V3K7**

**TO VIEW OTHER AVAILABLE
POSITIONS,
SCAN THE QR CODE BELOW.**



****We do not use artificial intelligence, automated decision-making, or algorithmic screening tools in our recruitment or hiring processes. All applications are reviewed and assessed by human recruiters and hiring managers****

****Only those selected for an interview will be contacted****

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Town of Shelburne.

To select the best candidates to serve the Town of Shelburne and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job description qualifications.

The Town of Shelburne is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Shelburne, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Shelburne.