



City of Stratford Payroll Clerk

Job Posting: 55-2022

Date Posted: June 15, 2022

Annual Salary: \$60,710 - \$64,586

Closing Date/Time: Wednesday June 29, 2022 at 4:30 p.m.

Department/Division: Corporate Services/Payroll

Duties:

- This position reports to the Manager of Financial Services. The Payroll Clerk assists in activities related to collecting, verifying and processing of payroll information and determines pay and benefit entitlements for employees.
- Maintains employee attendance and leave records.
- Calculates and prepares pay/benefit entitlements in Canadian and other currencies, by manual or computerized systems.
- Prepares and verifies statements of earnings for employees indicating gross and net salaries and deductions such as taxes, union dues, garnishees and insurance and pension plans.
- Prepares employee payments and benefit payments by cheque or electronic transfer.
- Completes, verifies, and processes forms/documents for benefits such as pension and employee benefit plans, leaves, and employment insurance.
- Prepares T4 and other statements.
- Provides information to employees on payroll matters.
- Compiles and balances statistical reports, statements, and summaries of payroll accounts.
- Prepares and balances period-end reports and reconcile issued payrolls to bank statements.
- Maintains electronic and paper-based records as required.
- Requisitions supplies and materials required to carry out duties.

- Assists in maintaining a safe work environment.
- Performs other related duties as assigned.

Qualifications:

- Community College Diploma (1 year) in Payroll Administration or obtains a Payroll Compliance Practitioner (PCP) certification.
- Minimum 6-12 months related professional experience.
- **Testing will form part of the qualifications**

To apply for this position:

Submit a resume, clearly outlining your qualifications and experience, quoting the job posting number in the subject line to hr@stratford.ca. Please do not submit duplicates. Attachments should be in PDF format. Applications will be received until Wednesday June 29, 2022 at 4:30 p.m.

Please note that the City of Stratford has a Mandatory Vaccination Policy. All employees are required to be fully vaccinated against COVID-19 and must provide proof of their vaccinations as a condition of employment.

Accommodations are available for people with disabilities for all aspects of the recruitment process. Applicants should make their needs known in advance.

While we appreciate all applications received, only those selected for an interview will be contacted.

Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 336.

Human Resources Department

City Hall, P.O. Box 818
Stratford, ON N5A 6W1
hr@stratford.ca