

## JOIN OUR TEAM

### Payroll & Benefits Administrator

#### Working for City of Thorold

By joining the City of Thorold team, you will be choosing to become part of the fastest growing municipality in the beautiful Niagara region. Working with us means a great pension, extensive benefits package and a supportive and collaborative team environment. We invest in our people and prioritize creating opportunities for our employees to learn and grow in their roles.

#### Primary Function

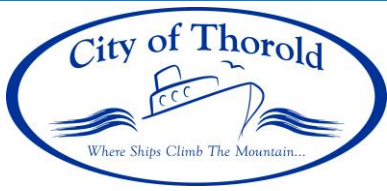
Reporting to the Director of Finance, the Payroll and Benefits Administrator is responsible for administering and delivering employee services focused on total compensation best practices, payroll and HRIS processing optimization, OMERS pension, and providing supplemental consultative support as content expert. These responsibilities will ensure payroll, compensation, and benefits administration, are delivered as required and assigned. Additionally, the Payroll and Benefits Administrator may be the primary liaison between employees and the carriers of pension, retirement and benefits plans.

#### Duties and Responsibilities

- Responsible for the preparation and submission to bank of the bi-weekly/or monthly/or annual payroll for all municipal employees for Director of Finance (or designate) approval demonstrating accuracy and thoroughness by monitoring work to ensure quality and excellent attention to detail
- Confirm the time and attendance entered into the payroll system is correct and resolve issues as they arise making necessary corrections, and communication such changes as is appropriate.
- Responsible for reconciliation of all benefits and deductions, preparing audits and reports as requested
- Ensure remittances for government deductions and third party deductions are paid
- Ensure compliance with relevant legislation, regulations and corporate policies consistent with collective agreement terms and conditions; remain apprised of legislative and technological changes impacting payroll processing;
- Preparation of T4's/T4A's
- Preparation of Records of Employment
- Recommend improvements to corporate policies, procedures and process improvements relating to the payroll processing, benefits administration and payroll information system
- Liaises with government agencies to keep abreast of relevant legislation and regulations affecting payroll
- Process on-boarding, employee transfers and terminations in a timely manner, updating all applicable corporate records and accurately calculate payouts or adjustments required
- As content expert, 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 extended health, life, STD, LTD, WSIB and OMERS); liaise with benefit providers, providing updates and audits on benefits 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
- Other related duties as assigned

#### Education/Experience

- Post-secondary diploma or degree in Business Administration or related field
- Minimum 5 years' experience in payroll and benefits administration (Total Compensation) in a municipal environment, preferably a unionized workplace
- 3 to 5 years recent experience working with HRIS and time keeping and payroll processing systems required
- Supervisory experience required
- Demonstrated high level interpersonal skills in handling sensitive and confidential situations and documentation
- Proficient skill level with Microsoft Applications
- Payroll Compliance Practitioner (PCP) designation



- Certified Payroll Manager (CPM) designation an asset

## Conditions of Employment

This position is required to work under the direction of the Director of Finance. This position is required to work in a standard office environment, with regular contact with departments throughout the City at various levels. This position requires the ability to work under minimal supervision and meet strict deadlines. Workload involves mental and visual concentration with frequent interruptions.

The above statement reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein. A detailed job description can be found at [www.thorold.ca/jobs](http://www.thorold.ca/jobs)

<b>Location:</b>	Thorold City Hall
<b>Rate of pay:</b>	\$78,427.00 - \$90,790.00 annually (2024 rates)
<b>Position Type:</b>	Full time, permanent position
<b>Hours of Work:</b>	Monday to Friday, 8:30 am – 4:30pm (35 hours per week)

Interested candidates are invited to submit their detailed resume and cover letter to the Human Resources department, via [hr@thorold.ca](mailto:hr@thorold.ca) no later than **4:00pm on Tuesday May 13, 2025**. Please indicate the position you are applying to in the email subject line. Only those applicants selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, the City accommodates the individual needs of all applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.