



UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

Application Instructions

Thank you for your interest in the following full-time position at the United Counties of Stormont, Dundas and Glengarry in the Financial Services Department:

ADMINISTRATIVE ASSISTANT – PAYROLL

This package contains the following documents:

1. Job Advertisement
2. Job Description
3. The Fillable Application Form – This form is a separate link in the job posting on our website and please note it is only compatible with Microsoft Word 2007 or later.

Please follow the instructions carefully:

1. Your application package **must** include:
 - a. a cover letter (1-page maximum); and
 - b. the completed application form.
2. E-mail your application package as one document in pdf format to jobs@sdgcounties.ca before the deadline indicated below. Please do not attach a copy of your resume.
3. Subject line of the e-mail must contain: **Administrative Assistant – Payroll**

Applications will be received by e-mail until 12:00 noon on Friday, November 25, 2022.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.



Administrative Assistant – Payroll

The United Counties of Stormont, Dundas and Glengarry (SDG) is located along the St. Lawrence River in the south-eastern corner of Ontario. SDG is “**Where Ontario Began**”, and is rich in heritage, tradition, and culture with an abundance of historical sites, great events, and beautiful attractions. With a population of 65,000, SDG is primarily rural yet close to urban centres such as Cornwall, Ottawa, and Brockville.

The County is accepting applications for the full-time position of **Administrative Assistant – Payroll**. Reporting to the Manager of Finance/Deputy Treasurer, the Administrative Assistant - Payroll processes various payroll and benefits transactions for all County Departments; and assists with other accounting duties/functions.

Main duties include but are not limited to:

- Timely and precise data entry of payroll timesheets and transactions such as labour hours, equipment hours, job accomplishments, etc. Validate rates of pay, equipment charge-out rates, and job costings. Ensure mathematical accuracy of data, proper authorization and posting to appropriate accounts/activities.
- Ensure payroll data is complete and accurate. Identify inaccurate or missing payroll data and obtain missing information from applicable supervisor. Process payroll and transmit to the corporate bank within required timelines.
- Keep up to date with applicable payroll legislation, personnel policies, union contract and other employment related legislation. Attend applicable training to ensure legislative compliance.
- Assist with reconciliations of various payroll deductions, legislated remittances, annual pension reporting and annual T4 reporting. Create spreadsheets/reports for Financial Services department or other departments as required.
- Track absenteeism requests and ensure accurate entry and updates in payroll/HR software.
- Assist with recording accounts receivable and accounts payable transactions when required. Validate and balance various sub ledger systems such as accounts receivable, road project costing, etc.
- Maintain complete & proper records. File all documents in a coordinated and secure manner. Assist with archiving and storage of critical records and perform various clerical duties and research assistance as assigned.
- Maintain and safeguard confidential information and, organize and prioritize tasks in order to meet strict deadlines.
- Provide professional reception desk functions and answer incoming phone calls as required.
- Undertake special projects and perform other duties as assigned.
- Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.

Qualifications:

- Completed post-secondary education in an accounting field or equivalent experience.
- Minimum of two years experience in a computerized payroll environment.
- High level of proficiency in data entry with good knowledge of MS Word and Excel.
- Municipal experience an asset.
- Logical thinker with strong communication, and organizational skills. A self-starter with ability to set

priorities and work as part of a team. Must maintain a professional businesslike manner.

- Ability to provide a current satisfactory Criminal Record Check.

In accordance with SDG County's *Vaccination Verification Policy Coronavirus (COVID-19)*, all new hires will be required, as a condition of employment, to provide proof of COVID-19 full vaccination status as defined by the Ontario Ministry of Health.

2022 Salary Range: \$51,697 to \$59,081 with full benefit package and pension

Location: County Administration – 26 Pitt Street, Cornwall, Ontario

Interested and qualified candidates are invited to visit our website at www.sdgcounties.ca to obtain the complete instruction package on how to apply. **Applications will be received by e-mail until 12:00 noon on Friday, November 25, 2022.**

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POSITION DESCRIPTION

UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY

Title: Administrative Assistant Payroll	Reports to: Manager of Finance/Deputy Treasurer
Department: Financial Services	Job Class: 3
Date Approved: June 2010	Revised: September 2021

POSITION PROFILE:

The Administrative Assistant - Payroll processes various payroll and benefits transactions for all County Departments; and assists with other accounting duties/functions.

KEY DUTIES/RESPONSIBILITIES/ACTIVITIES

Timely and precise data entry of payroll timesheets and transactions such as labour hours, equipment hours, job accomplishments, etc. Validate rates of pay, equipment charge-out rates, and job costings. Ensure mathematical accuracy of data, proper authorization and posting to appropriate accounts/activities.

Ensure payroll data is complete and accurate. Identify inaccurate or missing payroll data and obtain missing information from applicable supervisor. Process payroll and transmit to the corporate bank within required timelines.

Keep up to date with applicable payroll legislation, personnel policies, union contract and other employment related legislation. Attend applicable training to ensure legislative compliance.

Assist with reconciliations of various payroll deductions, legislated remittances, annual pension reporting and annual T4 reporting. Create spreadsheets/reports for Financial Services department or other departments as required.

Track absenteeism requests and ensure accurate entry and updates in payroll/HR software.

Assist with recording accounts receivable and accounts payable transactions when required. Validate and balance various sub ledger systems such as accounts receivable, road project costing, etc.

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Maintain and safeguard confidential information and, organize and prioritize tasks in order to meet strict deadlines.

Provide professional reception desk functions and answer incoming phone calls as required.

Undertake special projects and perform other duties as assigned.

Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.

WORK RELATIONSHIPS

Report to the Manager of Finance/Deputy Treasurer. Ongoing collaboration with the Payroll & Benefits Coordinator. Close working relationship with other Financial Services Department staff and interaction with all County Departments. Phone and reception desk communication with the public.

WORK DEMANDS/STRESSES

Operate in an environment that demands an extremely high level of accuracy and attention to detail. Confidentiality of payroll and benefit information is essential. Must have sound judgment and the ability to set priorities and meet deadlines. Small office setting results in diversified responsibilities and frequent new challenges. An oath of confidentiality and criminal background check may be required.

EDUCATION/EXPERIENCE/APTITUDES

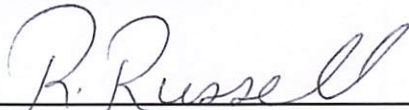
Completed post-secondary education in an accounting field or equivalent experience. Minimum of two years experience in a computerized payroll environment. High level of proficiency in data entry with good knowledge of MS Word and Excel. Municipal experience an asset. Logical thinker with strong communication, and organizational skills. A self-starter with ability to set priorities and work as part of a team. Must maintain a professional businesslike manner.

SALARY RANGE & CLASSIFICATION

Non-union, permanent fulltime position at 35 hours per week. Annual salary Job Class 3 as per Salary Grid. Full Benefits.

Note: *This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.*

September 2021



Rebecca Russell
Director of Financial Services/Treasurer



Timothy J. Simpson
Chief Administrative Officer