
Employment Opportunity Available

HR / Payroll and Benefits Coordinator Full-Time, Permanent Position

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The Township is seeking a highly motivated, team oriented individual for the full-time, permanent position of **HR / Payroll and Benefits Coordinator**.

Position Summary

Reporting to the Manager of Human Resources, the HR / Payroll and Benefits Coordinator will prepare the Township's payroll on a bi-weekly and annual basis as required for all employees, volunteer firefighters, Council, and Committee and Board members. The incumbent will be responsible for processing all OMERS pension applications and administering the Township's group benefits. Completion of various year end processes including year-end roll forward preparation, balancing year end statutory deductions, and preparing T4s will be required. The HR / Payroll and Benefits Coordinator will also respond to general inquiries about human resources matters, assist with corporate health and safety initiatives, employee recognition programs, special projects, and provide assistance with recruitment.

Qualifications and Experience

- Successful completion of a University Degree or College Diploma in Human Resources Management or Business Administration.
- Minimum of 2 to 5 years' related work experience, preferably in a municipal environment.
- Payroll Compliance Practitioner (PCP) designation and/or Certified Human Resources Professional (CHRP) designation or ability to obtain designation is required.
- Excellent verbal and written communication skills and strong interpersonal skills to respond to general inquiries are required.
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature is critical.
- Ability to coordinate multiple tasks, balance multiple demands and address tight timelines with frequent interruptions.
- Knowledge of the Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act, and statutory requirements related to payroll is required.
- Computer literacy in a Windows environment utilizing Microsoft Office applications; proficiency with Microsoft Dynamics GP and Qwestica is an asset.

- Ability to work occasional hours beyond the normal work week, including evenings and weekends to accommodate deadlines, work projects or events.
- Knowledge of and demonstrated understanding of the Township's core values of accountability, continuous improvement, ethics & integrity, recognition and teamwork.
- A Valid Class G driver's license in good standing with a satisfactory driving record; travel between off site locations may be required.

Salary range: The Township of Springwater offers a competitive salary and a comprehensive employee benefit plan for this position. Level 5 - \$56,253.36 to \$64,112.15 (2018 rate) per annum based on a 35 hour work week.

Note: All applicants are encouraged to provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Applicants are responsible for ensuring that they check their email regularly.

Resumes will be accepted until **12:00 noon on Friday, July 20, 2018**. Resumes can be mailed, dropped off or emailed (Word or PDF format only) to the following:

HR / Payroll and Benefits Coordinator Competition

Attn: Erin DeVreede, CHRL
Manager of Human Resources
Township of Springwater
2231 Nursery Rd.
Minesing, ON L9X 1A8
recruitment@springwater.ca

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

Please contact the municipality for availability of accommodations for applicants with a disability.