



Town of Erin

Job posting

PAYROLL and FINANCE ADMINISTRATOR

The Town of Erin is currently accepting applications for the position of Payroll and Finance Administrator.

The Payroll and Finance Administrator is responsible for a broad range of corporate finance functions and tasks, including but not limited to the administration of general ledger, payroll and benefits, development charges, reconciliations of reserve funds and assists with budget preparation and quarterly financial reporting.

Position Requirements

Education

- University Degree in Accounting or Business Administration or related degree.
- Knowledge of relevant Acts and legislation governing the financial operations of municipal government. Accreditation the Canadian Payroll Association is preferred

Experience

- Minimum 5 years' experience in a municipal finance or related government experience
- Extensive experience in administration of payroll, pension and benefits
- Expertise in Microsoft Office including Excel, Word, PowerPoint, and graphs
- Proficient in financial software such as Keystone and various payroll applications including, ADP WorkForce Now
- Self-motivated, independent worker
- Superior oral and written communications skills

The full job description can be found on the Town of Erin website: Erin.ca

Interested applicants may submit their resumes to: CAO@Erin.ca.

Resumes will be accepted until 4:30pm, Friday, August 4th, 2017.

Hiring will be subject to the successful passing of a Criminal Reference check and verification of education and required certifications.¹ Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.