



## MUNICIPALITY OF MIDDLESEX CENTRE Payroll and Benefits Coordinator

Middlesex Centre is a lower-tier municipality located within the geography of Middlesex County and has a population of approximately 17,200 over an area of 587.22 sq. kilometers. It was formed on January 1, 1998 with the amalgamation of the former Townships of Delaware, Lobo, and London. While predominantly a rural municipality, Middlesex Centre enjoys both urban and rural amenities.

Middlesex Centre is seeking a qualified individual to join our Municipality as the Payroll and Benefits Coordinator.

### Position Summary

As a member of the municipal Corporate Services team, the position is responsible for serving the citizens of Middlesex Centre by meeting the taxpayers' needs and expectations, administering payroll and benefits functions, tax collection and processing and through excellent customer service to the internal and external customer, representing the municipality as a strong, integrated organization dedicated to high quality, viable services.

### Preferred Qualifications

- College Diploma or University Degree in Business Administration with course study in accounting/payroll or related diploma/degree.
- Recognized payroll certification (payroll compliance practitioner) or working towards certification is required.
- Minimum of one (1) year practical experience preferably in a municipal environment.
- Strong working knowledge of applicable provincial and federal payroll related legislation, reporting/remittance requirements, deductions, and taxable benefits.
- Demonstrated ability to use computer systems, financial/taxation software and process to perform duties (e.g. accounting software, Microsoft Office Products, online services, etc).
- Experience in financial software such as Keystone Computer Resources and Ceridian Dayforce is considered an asset.
- Completed or registered in the Municipal Tax Administration Certificate Program of the Ontario Municipal Tax and Revenue Association (OMTRA) considered an asset.
- Strong problem solving and conflict resolution skills.
- Ability to prioritize work flows and meet deadlines, and exercise appropriate discretion in the recognition of confidential/sensitive information.

Please refer to our website for a full job description [www.middlesexcentre.on.ca](http://www.middlesexcentre.on.ca). Salary range for 2018 is \$53,859.00 to \$63,004.50 with a 37.5 hour work week and a comprehensive benefits package is included.

To apply for this position, please submit a resume outlining qualifications and experience by 4:00pm on Friday June 22, 2018 to:

Tiffany Farrell, CPA, CA  
Director of Corporate Services  
Municipality of Middlesex Centre  
10227 Ilderton Road, RR2 Ilderton, ON N0M 2A0  
[farrell@middlesexcentre.on.ca](mailto:farrell@middlesexcentre.on.ca)

Middlesex Centre is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise us of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.



### Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

As a member of the municipal Corporate Services team, the position is responsible for serving the citizens of Middlesex Centre by meeting the taxpayers' needs and expectations, administering payroll and benefits functions, tax collection and processing through excellent customer service to the internal and external customer, training and creativity, representing the municipality as a strong, integrated organization dedicated to high quality, viable services.

Description	Approx. Time Spent (%)
<p><b>Payroll &amp; Benefits Administration</b></p> <ul style="list-style-type: none"> <li>• Processes bi-weekly payroll</li> <li>• Coordinates and maintains payroll procedures to ensure accuracy and control of computerized payroll system according to the established schedule.</li> <li>• Files all related source documents and audit trails, and ensures that general ledger is updated.</li> <li>• Provides periodic status reports on registers to departments as requested.</li> <li>• Prepares monthly and annual remittances and reports to government and other agencies (e.g. WSIB, T4's, Canada Revenue Agency, OMERS, extended health benefit carriers, etc.)</li> <li>• Responsible for maintaining and providing benefit carriers with accurate and up to date employee information related to group disability, medical and dental insurance and other benefits, while ensuring related employee confidentiality.</li> <li>• Coordinates, completes and monitors employee benefit claims related to STD, LTD, and Life Insurance.</li> <li>• Assists employees with records related to OMERS pension plan. Acts as an information resource to employees with regard to all benefit programs.</li> </ul>	<p>45%</p>

<b>Description</b>	<b>Approx. Time Spent (%)</b>
<ul style="list-style-type: none"> <li>• Monitors and completes account analysis of payroll related general ledger accounts.</li> <li>• Completes payroll surveys from various organizations and local municipalities as requested.</li> <li>• Develops working relationships with all government agencies.</li> <li>• Assist in reconciliation of accounts as requested</li> <li>• Prepare financial analysis and statistical information as requested.</li> </ul>	
<p><b>Property Taxes</b></p> <ul style="list-style-type: none"> <li>• Assists with all aspects of property tax billing to meet the funding requirements based on annual budget as approved by Council. This includes issuing interim, supplementary and final tax billings while ensuring all legislated requirements are met; calculation of municipal tax rates for the general levy; reconciliation and balancing assessment roll.</li> <li>• Processes all changes in tax information into computer and roll as required including tax rates, name and address changes, mortgage information and property severances and consolidations</li> <li>• Processes tax payments</li> <li>• Sends monthly tax statements for overdue accounts</li> <li>• Follows up on special payment arrangements with ratepayers</li> <li>• Issues tax certificates</li> <li>• Maintains liaison with banks regarding tax collection and transfer of funds.</li> <li>• Where appeals are successful, calculates refund or cancels taxes, adjusting tax roll and tax bills accordingly and billing school boards and County for their portion</li> <li>• Adds utility, municipal drainage maintenance and construction, tile loans and other miscellaneous charges to the roll.</li> <li>• Acts as a resource on tax matters for other staff and the public on tax and related matters.</li> <li>• Produces reports, statistics and related information</li> <li>• Identify properties subject to tax registration and assists in the tax registration process. Prepare and coordinate all required documentation and notification for tax registration in accordance with applicable legislation.</li> <li>• Responds to questions from lawyers, real estate agents, mortgage companies, accountants and the individual ratepayers on the status of taxes and related matters, attempting to solve problems personally and referring sensitive or difficult issues to the Manager of Finance or, in his/her absence, to Director of Corporate Services.</li> <li>• Maintains filing system for tax division, e.g. mortgages, supplementary, write-offs, tiling, business taxes, etc.</li> <li>• Responds to a high volume of questions from the public in person or over the phone relating to taxation</li> </ul>	40%
<b>Treasury Support Duties</b>	10%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> <li>Assists in closing books for the year, preparing required statements, reposts and statistics.</li> <li>Assists in the yearly audit as required, providing information and answering questions.</li> <li>Provide various ad-hoc reports</li> </ul>	
<p><b>Other Related Responsibilities</b></p> <ul style="list-style-type: none"> <li>Answers general questions on municipal operations where knowledge permits.</li> <li>Provides assistance to other Finance positions and carries out other related duties as assigned.</li> <li>Contributes to departmental goals and objectives and recommend new or improved ways to perform property taxation and payroll functions.</li> <li>Acts as first point of contact in the office for the public, answering enquiries over the telephone or in person, providing routine information and referring caller/visitor to appropriate staff member when needed.</li> <li>As a member of the municipal team, will be responsible for serving the citizens of Middlesex Centre by meeting the taxpayers' needs and expectations, striving to be the best through attitude, training and creativity. Representing the municipality as a strong, integrated organization dedicated to high quality, viable services.</li> <li>Assists the Corporate Services team with records management for finance related records.</li> </ul>	5%

\*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



### Minimum Qualifications (absolutely Cannot do without)

#### Education

- College Diploma or University Degree in Business Administration with course study in accounting/payroll or related diploma/degree.
- Recognized payroll certification (payroll compliance practitioner) or working towards certification is required.
- Strong working knowledge of applicable provincial and federal payroll related legislation, reporting/remittance requirements, deductions and taxable benefits.
- Working knowledge of municipal financial legislation and regulations including the Municipal Act, Assessment Act, or contemporary financial and taxation issues facing local government in Ontario and municipal financial operations and administration in general.
- Demonstrated ability to use computer systems, financial/taxation software and process to perform duties (e.g. accounting software, Microsoft Office Products, online services, etc).

- Proficient in financial software such as Keystone Computer Resources and Ceridian Dayforce is considered an asset.
- Completed or registered in the Municipal Tax Administration Certificate Program of the Ontario Municipal Tax and Revenue Association (OMTRA) considered an asset.
- Strong problem solving and conflict resolution skills.
- Good oral and written communication skills.
- Ability to prioritize work flows and meet deadlines, and exercise appropriate discretion in the recognition of confidential/sensitive information.

### Experience

- Minimum of one (1) year practical experience preferably in a municipal environment.
- Demonstrated ability to work independently within prescribed procedures and protocols.
- Advanced customer service skills with the ability to diffuse conflict.



### Preferred Qualifications (the Ideal Candidate)

### Education

- Completed or working to complete the Municipal Administration Program (MAP).
- Successful completion of the Municipal Tax Administration Certificate Program of the Ontario Municipal Tax and Revenue Association (OMTRA)
- Recognized payroll association certificate (PCP)

### Experience

- Two (2) years of progressive experience in the property taxes and/or payroll function, preferably in the municipal field, or an equivalent combination of education and experience.
- Excellent working knowledge of computerized payroll software, payroll regulations and Employment Standards Act is preferred.
- Payroll experience working in an Ontario Municipal Employees Retirement System Act (OMERS) environment preferred.



### Work Setting (Description of the work environment and nature of people interactions)

### Contacts

Frequency Legend	
<b>Constant</b> – every day for most of the day	<b>Occasional</b> – bi-weekly to monthly
<b>Frequent</b> – daily	<b>Rare</b> – once in a while
<b>Regular</b> – weekly	

  

Contact	Frequency	Nature of Interaction
Ratepayers	Regular	Discussion of property tax accounts

Mortgages, Banks, Lawyers	Regular	Discussion of property tax accounts
Other Staff	Frequent	Discussion of payroll needs and staffing changes and questions.
Council	Rare	Possible attendance at Council meetings

### **Work Conditions**

Normal hours of work are 37.5 hours per week, Monday to Friday.

Interactions are generally courteous and collaborative; required to ensure understanding of information or decisions being exchanged; required to diffuse conflict.



### **Corporate Values** (Operating principles that guide all staff conduct)

- **Openness** – Middlesex Centre is a large and diverse community. In order to respect this diversity, constant and respectful communication between community members is necessary.
- **Cooperation** – Middlesex Centre is a growing municipality. The council and citizens must work together to ensure that their community grows into the place they want it to be.
- **Trust** – The trust between community members is what makes Middlesex Centre an inclusive community. Community trust is built through sensible planning, reliable service and public engagement.
- **Respect** – The residents of Middlesex Centre come from diverse backgrounds. It is only through respect for the varied backgrounds and experiences of residents that common ground can be achieved.
- **Tradition** – As a diverse municipality, Middlesex Centre is home to many proud histories and varied traditions. The actions of community must value those existing traditions while continuing to forge new traditions moving forward.
- **Innovation** – Middlesex Centre must be a community that embraces changes. It must remain open to all ideas to become a flexible, progressive municipality which can successfully anticipate and adapt to changing conditions.



### **Position Classification** (Where this position fits)

<b>Position Title:</b> Payroll and Benefits Coordinator	<b>Reports to (Direct):</b> Manager of Finance
<b>Department:</b> Corporate Services	<b>Classification:</b> Non-Union
<b>Position(s) Supervised Directly:</b> N/A	<b>Position(s) Supervised (Indirectly):</b> N/A

<b>Effective Date:</b>	<b>Revision Date:</b>
<b>Equivalency Code: N/A</b>	<b>Hours per week: 37.5</b>