



POSITION DESCRIPTION

POSITION:	HUMAN RESOURCES & PAYROLL COORDINATOR
DEPARTMENT:	CORPORATE SERVICES
CURRENT ISSUE:	JANUARY 2026
NEXT REVISION:	JANUARY 2031
AFFILIATION:	NON-UNION

POSITION SUMMARY:

The Human Resources & Payroll Coordinator provides comprehensive administrative support across human resources (HR) and payroll functions, ensuring accurate, timely, and compliant processing. Reporting to the Human Resources Manager, this role supports employee lifecycle activities, maintains confidential records, serves as a point of contact for employee inquiries and is accountable for the administration of payroll. The Coordinator plays a key role in supporting HR operations, ensuring regulatory compliance, and contributing to a positive employee experience.

DUTIES AND RESPONSIBILITIES:

HUMAN RESOURCES

1. Regularly reviews HR and Payroll processes and procedures to create efficiencies in workflows.
2. Compile and provide statistical data on HR metrics such as, sick time, overtime, turnover rates and EPA compliance.
3. Provides input and administers the Municipality's group benefit program, advising employees on benefit coverage; completes new member enrolment and regularly updates employee information with the provider to support the integrity of the program and reconciliation.
4. Assist with development and maintenance of job descriptions.
5. Assign and update legislative and other training in HRIS.
6. Administer the Employee Performance Appraisal (EPA); process ensuring compliance with policy and process.
7. Supports the management of sick leave, applications for disability benefits and return to work processes.
8. Provides comprehensive support for recruitment processes by developing and posting vacancies, preparing interview guides, coordinating interviews, and leading the Summer Student Recruitment Program.
9. Provides consultative support to Supervisors and Management on the interpretation and enforcement of Human Resources policies and procedures, including interpretation of the Employment Standards Act, employment legislation and Collective Agreement.
10. Administers the annual employee long service awards.
11. Promote & educate employees on the services of the Employee Family Assistance Program

PAYROLL

12. Prepare bi-weekly payroll for all employees, members of Council and annual payroll for volunteer firefighters.
13. Ensure compliance and accurate application of the OMERS policies, procedures and administration, including but not limited to the collection, recording, submission and monthly/annual reconciliation of OMERS Pension fund, new employee enrolment, processing terminations & retirements, eligible and non-eligible leaves and pension adjustments.
14. Calculate and prepare year-end payroll and vacation accrual, audit working papers relating to payroll, benefits and deductions, vacation carry over and lieu time, OMERS 119 Reconciliation for pension statements, WSIB annual reconciliation, year-end filing (annual returns) for CRA and Minister of Finance (EHT), T4s and T4As including balancing to the Municipal financial system and annual remittances.
15. Prepare payroll calculations for severance/terminations, ROEs, retroactive pay, vacation pay, salary changes, including automatic level increases and approved cost of living adjustments.
16. Prepare remittances and completes reconciliation of source deductions EHT, WSIB, group benefits, union dues, Group RSP, garnishments, United Way and the employee fund.
17. Verify and submit worker's compensation claim forms for employee benefits.
18. Utilize the HRIS and Payroll system to accurately maintain electronic employee records.
19. Process all required documentation for onboarding of new employees; ensures new staff are set up on payroll, including training on web-based time entry system.
20. Prepare journal entries related to payroll and benefits and reconcile accounts within the general ledger related to payroll.
21. Ensure compliance with the collective agreement with regards to payroll related items such as compensation, step progression, preparation of the annual seniority list, overtime, time off requests etc...
22. Update and maintain changes to pay scales as required.
23. Participate in benchmarking surveys related to total compensation.
24. Maintain and provide statistical payroll data to support operational decision making and annual budget preparation.
25. Demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature
26. Ensure privacy and confidentiality in all matters
27. Assist the Finance Team with external audit in their review of payroll related data.

QUALIFICATIONS:

- A college diploma in Business Administration, Human Resources or a related field
- 3-5 years Payroll and 1 -2 years Human Resources experience
- Strong computer skills with proficiency in Microsoft Office Suite, including Word, Excel, Outlook
- PowerPoint and SharePoint.
- Previous experience administering payroll in ADP or other HRIS/Payroll software would be preferred.
- Previous experience in the administration of defined benefit pension plans.
- Excellent interpersonal skills with strong verbal and written communication abilities.

- Proven ability to maintain a high level of confidentiality and professionalism.
- Previous experience in a Municipal Office would be an asset

PRINCIPAL ACCOUNTABILITIES:

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive and complete.
- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken.
- Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.
- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality’s employees, residents, volunteers and other stakeholders.
- Work in a safe manner at all times and report any hazards or incidents as soon as possible.
- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.
- Carry out tasks and duties in alignment with the Municipality’s values code of conduct

APPROVAL:

This position description has been approved by the Human Resources Manager.

TITLE	SIGNATURE	DATE
Human Resources Manager	_____	_____

INCUMBENT’S SIGNATURE

I, _____, have read and understand the content of the above position description.

Employee Signature: _____ Date: _____

HUMAN RESOURCES & PAYROLL CO-ORDINATOR - PHYSICAL DEMANDS

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK	FREQUENCY			
	Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position				X
Standing – remaining on one’s feet in an upright position without moving about or combined with walking		X		
Walking – moving about on foot on level or uneven surfaces		X		
Stooping/Bending – bending down and forward at the waist in a sitting or standing position		X		
Kneeling – bending legs to rest on one or both knees	X			
Crouching/Squatting – Bending down and forward by bending legs at knees	X			
Crawling – Moving about on hands and/or knees or feet.	X			
Twisting – Rotating upper torso left and right while sitting or standing		X		
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.		X		
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.		X		
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.				X
Reaching – extending hands and/or arms below, at or above shoulder height		X		
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping		X		
Fingering – manipulating objects using the key, palmar or tip inch grip positions.				X
Lifting	Under 10 lb. (4.5 kg)		X	
	10 – 20 lb. (4.5 – 9.0 kg)		X	
	20 – 40 lb. (9.0 – 18.0 kg)	X		
	Over 40 lb. (27.0 Kg) Specify: Mechanical Lift	X		

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)

Pushing/pulling of equipment (eg. lawnmowers, carts, auto-scrubbers or other cleaning equipment)	X		
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OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving	x	
Risk of Eye Strain	Constant viewing of computer monitors	x	
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions	x	

WORKING RELATIONSHIPS

Internal	CAO, Director of Corporate Services/Treasurer, Senior Staff, support Staff, Members of Council
External	Government ministries and agencies, professional consultants, contractors, suppliers of services and equipment, Agency Partners, auditors

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents					X	Providing information; follow-up on complaints and inquiries	X	X
Stakeholders/Contractors		X				As team leader and member; supporting departments and unit activities, purchase orders	X	X
Employees/Managers	X					Communicating, collaboration, consulting, providing direction, Performance accountability	X	X
Members of Council				X		Providing information, seeking approval/direction	X	X

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses			X			Supporting referred-in workload	X	X

ENVIRONMENTAL DEMANDS:

This position may have to serve a number of people at one time and frequent interruptions may be common. The office environment may be busy, noisy, often dealing with several requests by others during short time intervals. The employee must be an excellent communicator and be able to manage various issues with Staff. The position requires frequent use of the computer and other office equipment. Workflow is subject to constant re-prioritization and working within tight timelines.

WORKING CONDITIONS:

This position is required to work regular full-time hours in an office environment. Additional work may be required to complete special requests or projects.

SUPERVISORY/MANAGEMENT ACCOUNTABILITIES: No

THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:

Departmental Manager

REVIEWED BY:

Human Resources

Incumbent