



Payroll Administrator/Treasury Executive Assistant 18-21-month Contract

Wage scale \$28.67- \$38.22 per hour

The Municipality of Central Huron is a friendly, vibrant community of over 7,100 with a unique mix of urban, agriculture and lakeshore. We offer diverse opportunities to live, work and play. We are currently seeking qualified applicants for the 18-21-month contract position of Payroll Administrator/Treasury Executive Assistant.

Reporting to the Finance Supervisor, this position is responsible for all aspects of payroll administration as well as providing assistance in a variety of other finance related tasks. This includes but is not limited to:

- Processing bi-weekly payroll for the organization (i.e. all full-time, part-time, and contract workers, students, and councilors).
- Submitting and reconciliation of remittances for OMERS, Union Dues, Benefits, Payroll Fees, etc.
- Maintain payroll and human resources information
- Administering Leaves of absent
- Preparation of ROEs, T4s and various payroll related reports.
- Assisting with the preparation and maintenance of the asset management plan
- Assisting with the administration and preparation of property taxes
- Assisting managers with procurement

The ideal candidate will have:

- Post-secondary education in business administration, finance, accounting, or related field.
- Two to three years of relevant work experience
- Understanding of relevant payroll and human resource legislation
- Experience with ADP
- Experience with Pearl, Microsoft Office and Keystone are all assets.
- Professional Payroll Designation (PCP, CPM, etc.) an asset.
- Municipal Tax Administration Program as asset.

A complete job description for the position is available at:
www.centralhuron.com/careers

This is a full time, 35-hour week, 18-21-month contract position with a start date of December 1st, 2025. Competitive salary with an additional 5% hourly increase in lieu of benefits. We invite interested applicants to forward a covering letter and resume by **noon (12:00 p.m.) Friday October 24th, 2025** in confidence, to:

**Human Resources,
Box 400, 23 Albert Street, Clinton, Ontario N0M 1L0
or by email: humanresources@centralhuron.com**

Terms and Conditions of employment as per all Human Resources policies and procedures of the Municipality of Central Huron. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (519) 606-1225. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. Personal information being collected will be used in accordance with The Municipal Act and The Municipal Freedom of Information and Protection of Privacy Act and shall only be used in the selection of a suitable candidate.