

The Town of Cobourg is seeking a full time **Payroll Administrator**. Under the direction of the Manager of Finance, the Payroll Administrator is responsible for the accurate and timely completion of the Town's payroll function and associated duties including handling specific confidential information. This position also provides assistance to all sections of the Finance Department when required.

The primary duties of this position include the following:

- Maintain the payroll data base and master files including adding and terminating employees, wage rate and deduction tables, handling specific confidential information, etc.;
- Ensure timesheets are completed correctly and contact the manager with any inquiries or possible changes;
- Export/import all timesheet information into Great Plains;
- Calculate special payments including retroactive pay, vacation pay, etc.;
- Ensure eligibility of all short-term disability payments before payment are made;
- Prepare, produce and verify bi-weekly computer payrolls including special adjustments and manual cheques if required;
- Comply with all OMERS plan rules and regulations, involving preparation and submission of all required reporting including leave periods and annual reconciliation, as well as benefits.
- Prepare and verify the bank deposit file and send to our bank for distribution;
- Generate and verify bi-weekly payroll reports and distribute employee deposit verifications;
- Prepare bi-weekly requisition for payment to the CRA;
- Reconcile bi-weekly payroll records to general ledger and prepare any correcting journal entries;
- Reconcile benefit invoices to payroll records and ensure proper deductions/benefits are being applied and reconciled to the general ledger;
- Prepare, verify, and produce T4's and T4A's;
- Assist the Manager of Finance with the periodic reconciliation of payroll postings to the GL;
- Prepare, spreadsheets to verify annual CPP and EI deductions, entitlement of annual additional vacation pay and EI premium sharing;
- Provide payroll information reports to managers and supervisors when requested;
- Advise HR Department of any potential long-term disability claims due to extended absenteeism;
- Assist with preparations for external audit and various audit working papers as required.
- Completion of payroll information on compensation and benefit surveys;
- Identify and report any computer software problems to the Manager of Finance;
- Calculate and process WSIB approved lost time wages to guarantee 100% net pay to the employee;
- Calculate and process all garnishments and assignments of wages, including Family Responsibility orders;
- Provide backup to various positions within the finance department as required; and
- Other duties as required.

The successful candidate will possess a certificate as a Payroll Compliance Practitioner (or will obtain within two (2) years of employment), a minimum of a one (1) year Diploma in Accounting or a related field, as well as a minimum of two (2) years of payroll processing experience of an in-house computerized payroll system. A combination of education and experience will be considered. Prior experience in ADP, spreadsheet applications, municipal taxation, AP, AR and OMERS are an asset. The individual must be able to provide a satisfactory Level 4 criminal background check upon hire and have with experience handling cash.



Job Posting 26-23

Payroll Administrator

Strong customer service and interpersonal skills, including the ability to work effectively in a team environment and to exhibit courtesy, tact and diplomacy in dealing with the public and other members of staff with the ability to adhere to confidentiality at all times is required. The successful candidate will have strong communication (written, oral and interpersonal) and organizational skills. An excellent working knowledge of Microsoft Office, SharePoint, and other software application systems is required. This individual will be required to be able to work under pressure, multi-tasking on numerous high priority projects simultaneously, be able to produce quality work under short deadlines, and have a good attention to detail.

This position will be required to work 35 hours per week, which is typically 8:30 am to 4:30 pm, Monday to Friday. Due to the nature of this position, overtime work may be required.

WAGE:

The wage scale for this position is CUPE Schedule B Inside Workers Grade 5A - \$28.65-\$35.81 per hour.

Interested applicants for this position should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca, by June 12, 2026 at 4:00PM. Internal applicant deadline is May 29th 2026 at 4:00PM. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.