

Township of Stirling-Rawdon Job Description

Position Title: Finance Clerk – Payroll and Accounts Payable

Department: CAO/Finance Office

Reports to: Deputy Treasurer

Status: Full-Time

Date Prepared: October 10, 2025

Job Summary / Purpose

The Finance Clerk – Payroll/Accounts Payable plays a vital role in supporting the financial integrity and operational efficiency of the municipality. Reporting to the Deputy Treasurer, this position is responsible for the accurate and timely processing of all payroll and accounts payable functions, ensuring compliance with legislative, policy, and collective agreement requirements.

The incumbent will maintain precise financial records, process employee payroll and benefit transactions, reconcile accounts, and ensure that vendors and suppliers are paid within established timelines. The Finance Clerk serves as a key point of contact for staff, Council, and external stakeholders regarding payroll and accounts payable inquiries, providing professional, courteous, and confidential service.

Through attention to detail, sound judgment, and a commitment to accuracy, the Finance Clerk – Payroll/Accounts Payable contributes to the effective management of municipal finances and supports the overall fiscal accountability of the organization.

Duties and Responsibilities

1. Payroll Administration

- Prepare, verify, and process bi-weekly and monthly payrolls for all employee groups, including union, non-union, Council, and volunteer firefighters.
- Maintain and update employee master files, including pay rates, deductions, benefits, and banking details.
- Administer Records of Employment (ROE) in compliance with ESDC requirements and manage all payroll-related remittances and reconciliations (CPP, EI, tax, OMERS, EHT, WSIB).
- Complete year-end payroll activities, including T4/T4A reporting, reconciliation, and audit support.
- Ensure payroll processes comply with legislation, collective agreements, and municipal policies.

2. Benefits and Pension Administration

- Administer employee benefits plans, including enrollments, terminations, and monthly premium reconciliations.
 - Support annual benefits renewals and coordinate plan updates and communication with staff.
 - Manage OMERS pension administration, contribution remittances, and annual reporting (e.g., Form 119).
 - Respond to pension and benefits inquiries from employees, auditors, and external agencies.
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3. Compensation and Human Resources

- Maintain accurate employee attendance, leave, and compensation records.
 - Prepare statistical and analytical reports related to payroll, benefits, and compensation.
 - Assist in job evaluation processes, pay equity maintenance, and salary benchmarking.
 - Support preparation of employment letters, pay schedules, and benefits budgets.
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4. Accounts Payable

- Receive, verify, and process invoices in compliance with financial policies and approvals.
 - Ensure accurate coding of expenditures and timely preparation of payments and cheques for Council approval.
 - Prepare and submit HST remittances, reconcile vendor statements, and assist with year-end accruals and audits.
 - Maintain accurate payable records in accordance with the municipality's records retention by-law.
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5. General and Administrative Support

- Provide professional and courteous customer service to staff, Council, and the public.
 - Ensure compliance with corporate health and safety practices and municipal standards.
 - Collaborate with Finance team members to support departmental goals, provide backup coverage, and improve processes.
 - Perform other related duties as assigned in alignment with corporate and departmental objectives.
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Knowledge, skills and abilities

- Prepare, process, and maintain accurate employee payroll and benefit transactions in compliance with legislation, policies, and collective agreements.
- Ensure timely and accurate payroll administration, including year-end reporting, benefit renewals, and pension contributions.
- Apply thorough knowledge of payroll best practices, benefits administration, job evaluation, and pay equity.

- Maintain confidentiality and accuracy in handling sensitive payroll and employee information.
- Process and record accounts payable transactions in accordance with municipal financial policies and procedures.
- Reconcile accounts payable to the general ledger and maintain prior-year payable summaries for all departments.
- Prepare and submit quarterly HST remittances and complete year-end accruals.
- Perform cash balancing and provide backup support to reception as required.
- Familiarity with relevant legislation, including the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and Employment Standards Act.
- Proficient in electronic financial systems and financial reporting tools.
- Strong computer literacy in Microsoft Office, data import/export, and spreadsheet applications.
- Excellent interpersonal, communication, organizational, and customer service skills.
- Proven ability to build trust, resolve conflict diplomatically, and foster collaboration across teams.
- Demonstrated discretion, integrity, and professionalism in handling confidential or sensitive information.
- Flexible, organized, and able to meet deadlines in a dynamic, fast-paced, and unionized environment.

Qualifications and Experience

- Post-secondary education and/or equivalent experience in business, accounting, or finance is required.
- Minimum of three (3) years of experience in payroll, benefits, and pension administration.
- Minimum of one (1) year of experience in accounts payable.
- Completion of an accredited payroll designation such as Payroll Compliance Practitioner (PCP) or Certified Payroll Manager (CPM) through the National Payroll Institute is considered an asset.
- Knowledge of computerized accounting and payroll systems is required; experience with USTI - Asyst or similar financial software is an asset.
- Experience working in a municipal or public sector environment is considered an asset.

Direct Reports

- None

Working Conditions

- This position will be scheduled to work regular full-time hours. Due to workload, overtime may be required from time to time.
- May be seated for long periods (3-4 hours).
- Occasional lifting, carrying, and moving of items may occur.

Note: The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.