



**Town of Erin**

**Total Rewards Administrator**

***Job description and duties are currently under review***

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**Business Unit:** Strategic Initiatives

**Position Title:** Total Rewards Administrator

**Reports To:** Chief Administrative Officer (CAO)

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### **PURPOSE & SCOPE OF POSITION**

Under the direction of the CAO, the Total Rewards Administrator will be responsible for the administration of payroll and benefits, as well as assisting with HR projects. The aspirant will support the CAO with sustaining a high performing culture, establishing standards and processes for total rewards related programs and assist the CAO with administering corporate policies and procedures. Previous municipal experience in a similar role and the ability to handle confidential issues tactfully and professionally will be key success factors in this role.

### Position Requirements

#### *Education*

- Diploma in Accounting and Payroll or a degree in a related field
- Completion of a PCP (Payroll Compliance Practitioner) or CMP (Certified Payroll Manager) designation is highly desirable
- Successful completion of a Bachelor of Arts (Human Resources) or a degree in a related field
- CHRP or CHRL designation is highly desirable.

#### *Experience*

- Minimum of five years of government experience (preferably local government)
- Experience processing payroll
- Experience processing forms related to payroll such as T4's
- Knowledge and experience with total rewards related programs including market research, job evaluations, and incentive compensation;
- Experience in handling sensitive, confidential information.
- Experience assisting with HR related matters;
- Experience and knowledge with employment legislation (i.e. Employment Standards Act, Human Rights code, etc.)
- Strong knowledge of HRIS systems.

#### *Skills/Abilities*

- Strong critical thinking, problem solving, conflict resolution skills;
- Well-developed written and verbal communication skills, with the ability to communicate effectively and tactfully with all levels of staff;

- Excellent analytic and organizational skills;
- Strong attention to detail with the ability to perform under time constraints.

### *Responsibilities*

#### 1) Payroll

- Process payroll and ensure bi-weekly timesheets are completed and approved on time;
- Work with managers to address any time sheet discrepancies;
- Prepare and submit all necessary forms and statistics related to payroll, including T4's, T4 summaries and employment insurance records; annual statements to the Receiver General Canada Revenue Agency; and Statistics Canada pertaining to employment records;
- Coordinates and completes year-end payroll functions to meet government deadlines;
- Ensure all legislative requirements regarding tax withholding, remitting tax payments, preparing T4's and income reporting have been met.

#### 2) Benefits

- Provide employees with information about benefit coverage;
- Enroll eligible employees in all benefit programs, including but not limited to OMERS and Manulife, process benefit changes;
- Coordinate submissions of disability claims.

#### 3) HR

- Assist the CAO with HR projects;
- Facilitate the implementation of an HRIS system; Operate the HRIS system once launched to assist the CAO with streamlining HR practices;
- Under the direction of the CAO, develop, implement & monitor job evaluations, that are consistent with the Town's strategic priorities and comply with legislative requirements;
- Assess the effectiveness of current policies in relation to the Town's strategic goals and work with the CAO to implement change where necessary;
- Under the direction of the CAO administer the Town's employee training program;
- Review existing and forthcoming legislation to determine HR impact on the corporation; make recommendations regarding legislation; and ensure adherence to requirements.
- Work closely with the CAO to facilitate full cycle recruitment of high performing staff, including reviewing candidates by conducting reference checks, creating interview questions for the CAO's review, preparing offer letters, and assisting with new hire orientations-

### Working Conditions and Environment

- The incumbent will be working primarily out of the Town offices.
- The forgoing represents a reasonable statement of the requirements of this position.
- This is a 35-hour a week position.
- Normal office hours are 8:30am-4:30 pm, Monday through Friday, however the incumbent may be required to work outside of normal business hours

**Please apply to [HR@ERIN.CA](mailto:HR@ERIN.CA) by 4:30pm, December 16<sup>th</sup> 2020.**

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The foregoing represents a reasonable statement of the requirements of this position. Hiring will be subject to the successful passing of a Criminal Reference Check and verification of education and required certifications'. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town of Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.