



Township of Ignace
34 Main St. Ignace,
ON P0T 1T0

INTERNAL / EXTERNAL JOB POSTING

The Township of Ignace is accepting applications for Payroll/Tax Clerk. Hours of work are 75 hours bi-weekly, regularly from 7:30 a.m. to 4:30 p.m.

Job Description

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|---------------------------|--------------------------|
| Title: | Payroll/Tax Clerk |
| Department: | Finance |
| Group: | Union |
| Wage: | \$30.25/hr |
| Direct Supervisor: | Treasurer |
| Date Posted: | January 30, 2025 |

POSITION SUMMARY:

The Township of Ignace is seeking a detail-oriented and organized **Payroll/Tax Clerk** to support the Finance Department. This position is responsible for processing payroll, administering municipal tax billing and collection, and ensuring compliance with relevant financial regulations. The Payroll/Tax Clerk will also assist in financial reporting and provide excellent customer service to taxpayers and employees.

KEY RESPONSIBILITIES:

Payroll Administration:

- Process bi-weekly payroll accurately and on time, ensuring compliance with municipal policies and collective agreements.
- Maintain accurate payroll records, including earnings, deductions, and benefits.
- Ensure compliance with applicable employment laws, tax regulations, and pension plans.
- Prepare and submit payroll remittances, including statutory deductions (CPP, EI, income tax) and pension contributions.
- Address employee payroll inquiries and resolve discrepancies in a timely manner.
- Maintain and update employee payroll records, including changes to salaries, benefits, and deductions.

Municipal Tax Collection & Administration:

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- Prepare, issue, and distribute property tax bills in accordance with municipal and provincial regulations.
- Process and reconcile property tax payments, ensuring accurate record-keeping.
- Respond to inquiries from property owners regarding tax rates, due dates, and payment options.
- Maintain tax roll records and update ownership, assessment values, and mailing addresses as needed.
- Monitor outstanding taxes and send reminders or notices for overdue accounts.
- Assist in the preparation of reports for council meetings and financial planning.

Financial & Administrative Support:

- Assist in maintaining financial records related to payroll and taxation.
- Prepare financial reconciliations and reports as required.
- Provide assistance in audits, ensuring payroll and tax records are accurate and up to date.
- Support customer service activities at the front desk as needed, including handling tax and payroll-related inquiries.
- Process electronic fund transfers (EFTs), direct deposits, and other payment methods.

QUALIFICATIONS:

Education:

- Ontario Secondary School Diploma required; post-secondary education in Accounting, Business Administration, or a related field is an asset.

Experience:

- Previous experience in payroll processing, tax collection, or municipal finance is preferred.

Technical Skills:

- Proficiency in payroll and accounting software (e.g., Central Square, ADP, or similar).
- Strong knowledge of Microsoft Office (Excel, Word, Outlook).
- Understanding of municipal taxation, payroll regulations, and financial reporting.

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Interpersonal Skills:

- Strong attention to detail and accuracy.
- Ability to maintain confidentiality and handle sensitive financial information.
- Excellent communication and customer service skills.
- Strong organizational and problem-solving abilities.

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.

WORKING CONDITIONS:

- The primary location of work is at the Township Office.
- Ability to get a clean criminal background check.
- Possess a G-class licence with a clean driving record.

HOW TO APPLY:

Interested candidates are invited to submit their resume and cover letter as indicated bellow. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Township of Ignace Township Office
34 Main Street.
Ignace, ON P0T 1T0
hr@ignace.ca

Closing date: Friday February 14th, 2025 at 3:00 p.m.

Equal Opportunity Employer Statement:

The Township of Ignace is committed to an inclusive, barrier-free recruitment process. We will accommodate the needs of applicants under the Human Rights Code throughout all stages of the recruitment and selection process. Please advise us if you require accommodations to ensure you can participate fully and equally during the recruitment and selection process.