



The County

PRINCE EDWARD COUNTY ♦ ONTARIO

THE CORPORATION OF THE COUNTY OF PRINCE EDWARD JOB OPPORTUNITY PAYROLL CLERK

The County of Prince Edward is an island community on the shores of Lake Ontario with a proud United Empire Loyalist heritage. Boasting beautiful beaches and a unique rural landscape, the County offers serene country living. Our strong agricultural roots, thriving tourism attractions, renowned regional cuisine, and growing wine industry combine to offer a unique and unmatched quality of life.

Our Human Resources Department is currently accepting applications for our **Payroll Clerk** position. Reporting to the Director of Finance, the Payroll Clerk is responsible for implementing and overseeing the payroll functions of the municipality.

The ideal candidate will possess the following qualifications:

- Minimum Grade 12 education or equivalent with post-secondary education in Business Administration or related discipline preferred
- Completion of Payroll Certification program
- 2 years of work related experience; preferably in a municipal environment
- Strong oral and written communication skills with excellent customer service and interpersonal skills utilizing tact and diplomacy
- Proven organizational skills in a fast paced environment satisfying tight deadlines with the ability to multi-task to proactively manage competing priorities
- High standards of ethics, professionalism and confidentiality to handle sensitive information
- Proficiency in Microsoft Office applications, financial software and other related database applications
- Satisfactory criminal background check

The current rate of pay for this permanent full-time position is \$22.94 to \$24.10 per hour, as per Band 7 of CUPE Local 2275's collective agreement. Compensation also includes a comprehensive benefit package and membership in OMERS. Please direct your application prior to **4:00pm on July 18, 2017** to careers@pecounty.on.ca

We thank all candidates for their interest, however, only those selected for an interview will be contacted. 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 (613) 476-2148 ext. 1042.

The 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.