

Senior Accounting/Payroll Clerk

Municipality of Brockton

Task List



Summary: Reporting to the Chief Financial Officer, the Senior Accounting/Payroll Clerk is responsible for the preparation and processing of payroll for salaried and hourly employees ensuring that the full payroll cycle is completed accurately, on time, and in accordance with applicable legislation, corporate policies and collective agreement(s). In addition the Senior Accounting/Payroll Clerk is responsible for administering Accounts Receivable for the Municipality.

Location: Brockton

Department: Administration

Remote Work: N/A

Supervises: N/A

Class: Full-time, 35 hours per week

Reports To: Chief Financial Officer

Last Updated: December 2026

Tasks:

Administration

1. Operates various computer software programs.
2. Attends staff meetings to share and receive information.

Accounting

3. Assists Chief Financial Officer with the provision of information for the yearly audit
4. Back-up and assists with Accounts Payable Clerk
5. Back-up and assists Utilities Clerk
6. Maintain current and up-to-date knowledge of municipal finance legislation
7. Assists with processing CRA filing requirements (i.e. HST etc.) and audit inquiries

Payroll

8. Processes the bi-weekly payroll for salaried and hourly employees in an accurate and timely manner.
9. Processes employee benefit enrollments, changes, terminations, etc.
10. Reconciles payroll information reports and payments.
11. Ensures the distribution of pay slips including any Municipal information to employees
12. Completes and issues Records of Employment (ROE) in accordance with Service Canada requirements and maintains a record all of the ROE numbers.
13. Ensures the filing of all employee time sheets after the process of the payroll
14. Assists with the preparation of T4 and T4A slips, pay slips and balance summaries for employees for Deputy Treasurer to review prior to distribution
15. Prepares, distributes and balances a variety of monthly and annual remittances such as OMERS, WSIB, LTD/STD, Employee Health Tax, & Receiver General and RSP's
16. Responsible for general administration of the OMERS and benefit plans (enrollments, changes, retirements, reconciliations).
17. Inputs new employees and terminates employees into Dayforce payroll system.
18. Serves as the first point of contact for internal payroll-related requests or inquiries and provides assistance as required. Escalates any requests or inquiries to the CFO as required.
19. Posts general journal entries into financial accounting system.
20. Updates the "Master Employee List" for reports such as EAP, budgets, pay increases and other reports requested by management.
21. Tracks various requirements (e.g. WSIB costs, clothing allowances, service recognition, etc.).
22. Maintain detailed records and documentation of payroll functions for record retention and auditing purposes in accordance with statutory requirements and internal control policies and procedures.
23. Assist with the annual budgeting of staff within the Corporations budgeting software system.

Accounts Receivable

24. Prepares, keys enters and distribution of A/R invoices for Municipal Office, files and back-up into Filehold
25. Prepare monthly the A/R invoices required by the Fire, Material Management, Roads, Library and Animal Control

26. Process the monthly penalty and interest in the A/R computer program (general, waste management, and animal control)
27. Follow-up on monthly A/R statements for Municipal Office
28. Prepare a list of customers for collection to be approved by CFO or Deputy Treasurer
29. Provides administrative support for all animal licensing issues-yearly tags and updating lists

Public Relations

30. Responds to telephone and counter inquiries, gives out information and redirects calls

Other

31. Assists Chief Financial Officer with the provisions of information for the yearly audit
32. Provides back-up to Chief Financial Officer, Tax Collector and Deputy Treasurer
33. Performs other related tasks as assigned by management
34. Complies with Municipality of Brockton policies and procedures

Education/Experience/Skills

1. Post-Secondary Degree in Accounting/Business or related field.
2. Minimum of two to three years direct experience in the field.
3. General knowledge of the applicable legislation and regulatory knowledge, including but not limited to, the Employment Standards Act, Employment Income Act, Income Tax Act, OMERS, Ontario Pension Benefits Act, etc.
4. Previous experience in a municipal environment with knowledge of municipal finance & payroll is considered an asset.
5. Advanced skills in Microsoft office including spreadsheet application and advanced skills in computerized accounting software.
6. Demonstrated ability to interact with the public and peers.
7. AMCTO Municipal Accounting & Finance Program (MFAP).
8. Payroll Compliance Practitioner (PCP) would be an asset.
9. Three years' experience in Payroll processing, OMER's reporting, and benefit administration would be an asset.
10. Strong interpersonal and communication skills, both oral and written.
11. Ability to use tact and diplomacy in dealing with sensitive and confidential information.
12. Ability to work independently and to prioritize to meet strict deadlines.
13. Ability to balance multiple priorities, often with conflicting timelines in a fast-paced environment.

Physical Effort and Working Conditions

1. Work is typically performed in a standard office environment.
2. Work may have periods of prolong standing and/or sitting.
3. Work will involve lifting (paper bundles; ink cartridges; heavy file folders).
4. The mental effort requires concentration on a variety of activities and the processing and interpretation of information.
5. There are constant interruptions, deadlines and changes of priorities.
6. Certain problems to be addressed require the ability to research to solve.
7. Required to interact with professionalism and effectively with internal and external stakeholders.
8. Attendance at evening meetings or events may be required for this position.
9. Regularly required to prioritize variable workload.