



EMPLOYMENT NOTICE -

Payroll, Benefits and Pension Coordinator

Reporting to the Corporate Controller, this Management position will be accountable for the accurate and timely administration and delivery of Oakville Hydro Corporation's pay and employee benefits.

Duties include:

- Process bi-weekly payroll for approximately 200 employees and administer all statutory deduction and other payroll deduction plans (such as CSB, PC loans, United Way and Forget-you-Not fund), prepare reports and remittances
- Prepare and reconcile all year end reporting requirements (T4, taxable benefits, pension adjustments)
- Process benefit, pension and Group RRSP enrolments, changes and terminations and act as a liaison with benefit and pension carriers
- Review and reconcile billings, prepare remittances
- Maintain benefit, pension and group RRSP record files for all employees and respond to employee inquiries
- Prepare year end reporting and filing for payroll, benefit and pension activities
- Maintain attendance and vacation records for employees and prepare any regular or ad hoc reports
- Complete WSIB monthly and year-end reporting
- Track and report hours injury free for EUSA "ZeroQuest" accident prevention program.

Qualifications:

- Community college diploma in business administration or equivalent work experience
- Canadian Payroll Association certification (Payroll Compliance Practitioner)
- Minimum 5 years experience working with outsourced payroll systems (preferably ADP PaySpecialist)
- Experience with HRIS and defined benefit employee pension and benefit programs. Experience with OMERS and group RRSP administration is an asset
- Excellent verbal, and written communication skills
- Excellent skills related to diplomacy and confidentiality
- Working knowledge of relevant payroll and HR legislation, as well as pension and benefit administration
- Proficient with computer software applications in a Windows environment
- Excellent interpersonal skills
- High level of attention to detail and excellent proof reading skills
- Excellent attendance and safety record and a strong safety awareness

Please send your resume in Word format, with the position title in the subject line, to HR@oakvillehydro.com quoting file #242 by September 28th, 2009.

We thank all applicants for their interest; only those selected for interview will be contacted.