



# The Town of Minto is seeking a Payroll and Payables Coordinator

Join our team!

The Town of Minto is seeking a full-time Payroll and Payables Coordinator to join our diverse and talented team starting in January 2026. But before we tell you about the job...

## **Allow us to Introduce Ourselves**

The Town of Minto is located in the north-western boundary of Wellington County and is composed of the former Towns of Harriston and Palmerston, the former Village of Clifford and surrounding rural area of the former Minto Township. In Minto, you're only an hour from the major centres of southern Ontario – including Kitchener-Waterloo and Guelph – and popular recreational areas along the eastern shore of Lake Huron and southern Georgian Bay.

We are an innovative and forward-thinking municipality that offers many services aimed at helping to create a friendly, safe, affordable, and family oriented rural community. Our mission is important to us - we are committed to providing cost effective and responsive local government through superior customer service, internal stability, and efficiency, and promoting responsible economic growth, healthy lifestyles, and respect for the natural environment.

But it's not just what we do that's important to you as a prospective employee, it's how we do it. We are optimistic, supportive, and down to earth. We do great work, and we have fun doing it. We are committed to excellence, and to learning and growing in everything that we do. We have a fabulous workplace culture, and an established reputation as thought leaders and agents of change.

## **Your Opportunity**

This is your opportunity to contribute to the success of our team, and our community. There are three core functions to this role: payroll administration, accounts payable, and cemetery & ancillary administrative duties. Key accountabilities in each of the three functions include:

### *Payroll Administration*

Working with our finance team, you will:

- Manage payroll systems for all staff, ensuring accurate processing and compliance.
- Maintain records for deductions, benefits, OMERS, and WSIB.
- Prepare and submit statutory reports and annual filings (T4s, ROEs, OMERS, WSIB, EHT, etc.)

### *Accounts Payable and Financial Administration*

- Oversee accounts payable operations and assist with accounts receivable as needed.
- Ensure accurate HST recording, quarterly reporting, and perform financial audits.
- Support year-end processes, asset management, and individual asset transaction reports.

### *Cemetery and Ancillary Administrative Duties*

- Administer cemetery operations including deeds, burials, monuments, and records.
- Manage corporate credit cards, petty cash, bookkeeping for Municipal services Corporation and administer the Town's pension, benefits, and Interchangeable Spending Account program.
- Act as liaison for financial inquiries and assist with investment and debt monitoring.

## **What it Takes to do the Job**

To excel in this role, you should possess:

- College-level diploma in Business Administration or Accounting/Finance or equivalent education and experience.
- 3-5 years municipal/public sector experience in a payroll or finance related role.
- Preference will be given to candidates with Payroll Compliance Professional designation, and those that hold AMCTO or MFOA certifications related to municipal administration and financial management.

## **What You Bring to the Team**

Those are just the basics. Your personal attributes are as important to us as your qualifications. We are seeking someone with:

- Strong analytical and problem-solving abilities.
- Advanced knowledge of financial reporting standards, procedures, and compliance requirements.
- Excellent communication and interpersonal skills for presenting complex financial information clearly.
- Ability to work collaboratively and independently.
- Highly developed planning and organizational skills.
- Ability to work under pressure and meet deadlines.
- Enthusiasm, curiosity, and the ability to be part of a team.

## **What We Offer**

This is a great opportunity to join a growing municipality. We provide:

- Interesting, high-quality work with great staff and volunteers.
- The collegiality and lifestyle benefits of a small town.
- A great, inclusive, and supportive workplace culture.
- Competitive wages, a comprehensive benefits package and enrollment in the OMERS pension plan.

The 2026 pay range for this position is \$57,256 – \$76,342 annually.

Hours of work are Monday–Friday 8:30AM – 5:00PM, totaling 37.5 hours weekly with an unpaid 60-minute lunch.

## **We Would Love to Hear from You**

We want to learn about your unique talents and how they would help you succeed in this role. The best way to do that is to send your resume and cover letter before 12:00 PM Friday December 5, 2025 to:

Quinn Gorecki  
Deputy Clerk/Manager, People and Culture  
5941 Hwy 89, RR 1  
Harriston, ON NOG 1Z0  
Or fax: 519-338-2005  
Or e-mail [hr@town.minto.on.ca](mailto:hr@town.minto.on.ca)

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. Applications will be treated in strict confidence. Any personal information that is collected under the Municipal Freedom of Information and Protection of Privacy Act will be used only for job selection purposes. Please note: In accordance with the **Accessibility for Ontarians with Disabilities Act**, please contact the Accessibility Coordinator with accommodation inquiries at 519-338-2511 ext. 246.