



# Employment Opportunity

## **Payroll Coordinator**

The Township of Essa is a dynamic and growing municipality with a current population of approximately 24,000, a mix of rural and urban amenities, located in the heart of the County of Simcoe and southwest of the City of Barrie. The Township is currently seeking an individual to fulfill the requirements as a Payroll Coordinator.

Reporting to the Deputy Treasurer, the Payroll Coordinator is responsible for performing payroll and benefit administration, accounts payable and general accounting duties within the Treasury Department.

### **Key Qualifications:**

- Post-Secondary education/training or college diploma in Accounting or acceptable equivalent.
- Payroll Association Certificate – Payroll Compliance Practitioner (PCP).
- Minimum three (3) years of payroll experience with experience in pension program(s) and health benefits preferred.
- Good knowledge of the Employment Standards Act and ability to comprehend amendments to this legislation.
- Good working knowledge of Excel spreadsheet/database management.
- Knowledge of Great Plains would be considered an asset.

This is a full-time position based on 35 hours per week. **Salary range is \$62,537.20 - \$74,480.00 (2025).** The Township of Essa offers excellent benefits and a competitive compensation package. **Satisfactory Criminal Record is required upon start.**

For complete details of this position, please visit our website: [Employment and Volunteering - Essa Township](#). Qualified candidates are invited to submit their covering letter/resume, via email, by **4:00 pm, October 17, 2025** addressed as follows:

### **Payroll Coordinator Recruitment**

Township of Essa, 5786 County Road #21, Utopia, Ontario L0M 1T0

[essahr@essatownship.on.ca](mailto:essahr@essatownship.on.ca)

The Township of Essa is an equal opportunity employer. Accommodation will be made, upon request and where appropriate. We are dedicated to creating a workplace culture of inclusiveness and welcome applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

We thank all applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.