



KENORA DISTRICT SERVICES BOARD  
Caring | People | Community | Support

## EMPLOYMENT OPPORTUNITY

POSTING DATE: January 10, 2022

### PAYROLL CLERK

REGULAR, FULL-TIME POSITION BASED IN DRYDEN, ONTARIO

COMPETITION #ADM 22-01

Dedicated to improving lives, the Kenora District Services Board (KDSB) is the integrated service delivery agency providing help and support when you need it. With forward thinking and engaged employees, we deliver Ontario Works, Social Housing, Early Learning and Child Care, and Land Ambulance to current and future clients.

We are currently seeking to hire a regular, full-time **Payroll Clerk**, located in **Dryden, Ontario** to join our Administration Finance team. Our employees enjoy a healthy work environment, development opportunities, and an opportunity to make a difference in the lives of others.

Reporting to the Finance Supervisor – Payroll & Benefits, the Payroll Clerk is responsible for providing support in the maintenance and processing of KDSB payroll records.

Key responsibilities include:

- Process employee payroll in compliance with financial policies and procedures.
- Process payroll remittance payments in compliance with financial policies and procedures.
- Maintain payroll related records and files.
- Download, review and distribute information from third party software.
- Assist Finance Supervisor – Payroll & Benefits with month end and year end processes as required.
- Provide support to the Accounts Payable Clerk as required.
- Perform other duties as assigned.

Successful candidates will have:

- High level of ability to use computers and other information technology including specialized software and administrative systems.
- Knowledge of filing systems associated with accounting functions.
- Effective communication skills in assisting Board management and Board staff.
- Ability to recognize problems associated with financial software programs and to assist in overcoming such problems by being able to follow instructions and guidance of appropriate persons.
- Ability to prioritize workload.
- Demonstrated on-going commitment to the principles and practice of confidentiality.

Qualifications will include:

- Completion of a post-secondary education program in Accounting, Payroll, Office Administration, or related field and a minimum of three years of related experience.
- Experience in extensive computer usage involving data entry and word processing in addition to computerized accounting and payroll programs.
- Valid Ontario Class G driver's license (or equivalent).
- Satisfactory Criminal Background Check.

The starting hourly wage for this position is \$26.08. Interested candidates are invited to submit a cover letter and resume, by email, referencing the competition number in the subject line of the e-mail, on or before **January 24, 2022 by 4:00pm local time** to the:

Human Resources Department  
Kenora District Services Board  
Email: [hr@kdsb.on.ca](mailto:hr@kdsb.on.ca)

While all responses are appreciated, only those applicants selected for an interview will be contacted.

Confidential information provided by applicants will be used for the purpose of this competition only and will be protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

The KDSB will make accommodations available wherever possible to applicants with disabilities upon request during the recruitment process. The KDSB is an equal opportunity employer.