



POSITION VACANCY

Call Number:	2024 - 87
Position:	Payroll Administrator
Type of Vacancy:	Temporary, Three (3) Month Contract
Work Schedule:	Monday to Friday, 8:30 am to 4:30 pm (35 hours per week)
Location:	City Hall (4310 Queen Street, Niagara Falls)
Salary/Wage Range:	\$43.00 to \$53.00 per hour
Date Posted:	November 13, 2024
Closing Date:	November 27, 2024 at 4:00 pm

The City of Niagara Falls is seeking a Payroll Administrator with demonstrated municipal experience for a temporary, three (3) month contract to assist our team with 2024 T4 and OMERS year-end processes.

If you possess a two (2) year college diploma in Business Administration, Accounting or a related field, are a Payroll Compliance Practitioner (PCP), and have at least three (3) years of experience with all aspects of a computerized municipal payroll system (Vadim experience is preferred) – we want to hear from you!

To apply, please submit a cover letter and resume via www.niagarafalls.ca/jobs by **4:00 pm on November 27, 2024**.

We are dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of The Municipal Act and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.