The Corporation of the Township of South-West Oxford

Requires a Full Time, Payroll & Benefits Administrator
(Contract – up to 21 Months)

The Township of South-West Oxford works to proactively improve the well-being, safety and sustainability of South-West Oxford communities through the delivery of high-quality, caring, accountable and responsive services. Strategically located along the Highway 401 corridor in the southwest corner of Oxford County, we offer a well-connected transportation network of Provincial, County, and Municipal roadways, supporting a thriving environment for residents and businesses alike.

We are currently seeking a resourceful and detail-oriented team member to join our team as Payroll and Benefits Administrator. This full-time contract position requires a dedicated professional who is dependable and has exceptional multi-tasking and organizational skills.

Position Summary:
Reporting to the Treasurer and as a member of the Finance Team, the Payroll and Benefits Administrator is responsible for accurately processing bi-weekly and monthly payrolls for Township employees, Council, Volunteer Firefighters, Police Service Board members and Beachville Museum employees. The Payroll and Benefits Administrator maintains payroll records, assists with recruitment and employee benefits, and completes remittances and reconciliations.

A complete job description, along with the responsibilities, is available at www.swox.org

Key Responsibilities:

- Complete bi-weekly and monthly payrolls accurately and on time.
- Coordinate benefits and pension information, setup new employees in the financial information systems, and maintain confidentiality while handling sensitive employee information.
- Complete payroll related journal entries, reconciliations, T4's, and year-end reporting.
- Assist with job postings, interviews, and onboarding and offboarding employees.
- Maintain sick, vacation and flex time bank balances for all employees.
- Complete annual pay memos for all employees.
- Assist with hall and park board administration.
- Backup team member for the front desk, covering phones, customer service inquiries, and handling payments.

Required Qualifications and Experience:

- Post-secondary diploma or degree in payroll, business administration, accounting or a related discipline.
- Three to five years of experience involving payroll administration, accounting or a related discipline.
- Payroll Compliance Professional (PCP) or Payroll Leadership Professional (PLP) designation is

an asset.

- Experience working in a municipal environment with experience in accounting or payroll is an asset.
- Experience administering employee benefits and pension programs is considered an asset, OMERS pension plan in particular.
- Strong computer skills including Microsoft Office and experience using payroll, HRIS and financial information systems.
- Demonstrated ability to work accurately and maintain confidentiality with handling financial and employee information and meet recurring deadlines.
- Ability to multi-task, work independently and in a team to meet deadlines.

Salary and Benefits (Grade 5 on 2026 Township Grid)

The annual salary range of $63,245.00 to $79,060.80 (based on a 35-hour work week), plus a comprehensive health benefits package and the OMERS Pension Plan.

Application Process:

The posting will close on **Monday, November 30th, 2026 at 4:30 p.m.** Please forward your resume, highlighting your qualifications and experience, to:

Emily Lavender-Ruple, Payroll & Benefits Administrator
Township of South-West Oxford
312915 Dereham Line, RR1
Mount Elgin, ON N0J 1N0
Email: payroll@swox.org

The Township of South-West Oxford is an equal opportunity employer. We encourage all qualified applicants to apply. Accommodations are available for candidates upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

The Township of South-West Oxford does not use artificial intelligence (AI) tools in the recruitment process.

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