

The Township of Zorra is a fast-growing, mixed rural/urban community with a population approaching 9,000. Zorra is located in the heart of south-western Ontario and offers a high quality of life and abundant recreational opportunities. Zorra prides itself on being an employer of choice and strives to engage a workforce that is inclusive, diverse, and focused on customer service.

## POSITION TITLE:

Financial Services and Payroll Clerk (temporary, full-time).

## STATUS:

The Township is seeking an experienced individual for a temporary, 12-month contract in the Financial Services and Payroll Clerk position. The Financial Services and Payroll Clerk position provides complete payroll administration and provides support to the Finance Division. They are also responsible for backup to the front customer service counter.

The hourly wage range for this position is \$29.14-\$35.74 and is based on a 35-hour work week; with flexible work arrangements, including occasional hybrid work. Zorra also offers participation in OMERS. Employee and Family Assistance Plan is available. This job posting is for a current vacancy.

## DESCRIPTION:

A full position description, including all responsibilities, is available at [www.zorra.ca](http://www.zorra.ca). The key responsibilities for this position include:

- Processing bi-weekly and monthly payroll for all Zorra employees
- Processing equipment allocations
- Assist with accounts payable
- New employee onboarding, benefit administration and Human Resources support
- Facilitates annual employee training
- Processing of tax and miscellaneous payments received, as directed

## APPLICATION PROCEDURE:

Please submit your resume in PDF format before **5:00 p.m. on Wednesday June 25, 2025** to Jenna Gallman at [jgallman@zorra.ca](mailto:jgallman@zorra.ca).

All current graduates and pursuing students with either business or payroll diplomas are encouraged to apply. The Township of Zorra would like to thank all applicants, but only those selected for an interview will be contacted.

Zorra Township is committed to fostering diversity, equity, and inclusion throughout the Corporation. Zorra Township promotes representational and employment equity to represent and serve our communities well. Zorra Township is an equal opportunity employer and welcomes applications from all qualified individuals, including women, racialized persons, Indigenous people,

persons with disabilities, and other equity-seeking groups. Studies have shown that women and minorities are less likely to apply for posted vacancies unless they meet every single qualification. Zorra Township is dedicated to building a diverse and inclusive workplace and encourages you to apply if you're excited about this role. You may be the right candidate even if your experience doesn't align perfectly with every qualification in the job description. Zorra Township is committed to fostering an accessible and equitable recruitment process for all applicants. The Township will attempt to provide reasonable accommodations to ensure the applicant's full participation if requested. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, resumes are only accepted in response to advertised vacancies and will be used for the purposes of determining eligibility for employment only. We appreciate all resumes, but only those selected for interviews will be contacted. If you require any document in an accessible format, contact us via email, in person, by telephone, or in writing using the contact information above.