

# PAYROLL COORDINATOR

Permanent Full-time Position  
(35 hours/week)  
Fort Frances, Ontario



DISTRICT OF RAINY RIVER  
SERVICES BOARD

## JOB OPPORTUNITY

The District of Rainy River Services Board (DRRSB) is seeking a Payroll Coordinator on a permanent full-time basis to join our team in Fort Frances, ON. Reporting to the Finance Supervisor, the Payroll Coordinator is responsible for managing payroll and related financial operations within the Finance & Infrastructure department, ensuring accurate and timely processing in compliance with applicable legislation and agreements. This role also involves maintaining payroll records, preparing reports, administering benefits, supporting audits, and offering financial guidance to staff. The position requires a Certified Payroll Compliance Practitioner (PCP) designation, advanced communication and organizational skills, and experience with accounting principles and payroll systems. The individual has access to confidential information relating to organizational business.

The ideal candidate will possess:

- Two (2) year college diploma in a related discipline and a minimum of three (3) years of work-related experience. Candidates with an equivalent combination of knowledge and skills gained through work experience, community involvement, or other non-traditional pathways will be considered.
- Knowledge and understanding of Generally Accepted Accounting Principles (GAAP).
- Advanced verbal and written communication skills are required to present, persuade, provide interpretation and clarify information.
- Intermediate planning, organizing, problem solving and judgment skills are required with the ability to exercise a high level of independence and integrity.
- Knowledge and experience in accounting, including, but not limited to accounts receivable, accounts payable, payroll, records of employment, remittances, pension plans, journal entries, and reconciliations.
- Ability to plan, organize and coordinate, manage financial operations, develop and maintain corporate filing systems, be a trusted advisor and handle other administrative duties required to financially support the organization and assigned Non-Profit Providers.
- Ability to effectively handle multiple responsibilities, have a proactive approach to problem solving, the ability to take initiative and maintain a high standard of performance.
- Strong interpersonal skills to inspire commitment and foster collaboration and a high degree of professionalism and discretion to handle confidential information.
- Research and data collection skills, statistical analysis, evaluation, reporting and synthesis from multiple and varied sources.
- Demonstrated ability to take initiative and work independently, anticipate needs and provide proactive support and advice and recommendations.
- Advanced knowledge of Microsoft Office, proficient computer skills and ability to work within a computerized environment.
- Knowledge and understanding of legislation and regulations necessary to carry out the functions of the job.
- Must provide the satisfactory outcome of a Criminal Reference Check as a condition of employment.
- A valid driver's license and access to a vehicle.

The starting 2025 hourly rate of pay is \$33.28 for this permanent full-time position. We offer a competitive salary, an excellent benefit package and participation in the OMERS Pension Plan. Candidates who meet or exceed the requirements for this challenging position are invited to submit a resumé and cover letter, including three work-related references, no later than **8:00 a.m. (CST) on Monday, November 3, 2025** to:

Joanne Spence, B.HRLR, CHRL, Human Resources Manager  
District of Rainy River Services Board  
450 Scott Street  
Fort Frances, ON P9A 1H2  
Competition #HR-26-2025-PAYROLL-FT  
PRIVATE & CONFIDENTIAL  
OR email: [joanne.spence@rrdssab.ca](mailto:joanne.spence@rrdssab.ca)