



Payroll Records Clerk

Career Opportunity

About Sault Ste. Marie: A welcoming and vibrant community of 78,000, Sault Ste. Marie provides an affordable, active lifestyle in the heart of the Great Lakes. What you will find here is a great career and even greater quality of life that offers short commute times and quick access to world class cultural and natural amenities. For more information, visit welcometossm.com.

The PUC Group of Companies (PUC) operate multiple utilities within Ontario that manage the supply and transmission of electricity, the supply, treatment and distribution of drinking water, and the operation of wastewater treatment facilities.

A nationally recognized leader in the utility sector, PUC is dedicated to supporting the communities we serve through curiosity, innovation, and growth. More than ever, our focus is on a sustainable PUC that is developing strategies to lower our carbon footprint, support community and economic development, and maintain exceptional customer service.

Wage Range: \$33.56 - \$38.79

As the Payroll Records Clerk, your duties will include:

- Assembles and inputs payroll information and maintains employee records and benefits according to the appropriate authorization.
- Prepares Board of Directors and Commissioners payroll records.
- Verifies time reports and makes appropriate changes to employee records as required
- Prepares employee vacation entitlement lists and various statistical records
- Prepares payroll notices for changes of employee status and general payroll adjustments.
- Prepares Employment Insurance documentation
- General office duties such as preparation of reports, statistics and letters.
- Conducts all work and in accordance with general acceptable standards and within generally acceptable Health and Safety standards

Qualifications:

- Post Secondary education with some post secondary accounting courses
- General keyboard proficiency, with good computing skills in Window-based programs (Excel, Word, Access, CUTE FTP, etc.)
- Ability to work as part of a team with ability to take initiative
- Good analytical background as demonstrated through experience and knowledge in general office and accounting field
- Required to exercise judgment in dealing with employees and outside agencies
- Good oral and written communication skills
- Ability to exercise sound judgement regarding confidential matters.
- Ability to work independently and as part of a team.

PUC Services is an equal opportunity employer.

Resumes stating qualifications and experience will be accepted via email to people.culture@ssmpuc.com by 4:00pm on **June 17th, 2025**, quoting the job title noted above.