



Payroll & Finance Specialist – Halton Hills Hydro Inc.

Acton, On | Full Time | Non-Union | On-Site

We're looking for a detail-oriented Payroll & Finance Specialist to join our team at Halton Hills Hydro. Reporting to the Controller, you'll manage the end-to-end payroll process and provide key financial support across our organization, ensuring accuracy, compliance, and efficiency.

What You'll Do

- Administer full-cycle payroll for HHH and affiliate company employees and Board members, including statutory deductions, OMERS pension, group benefits, and union dues.
- Maintain accurate payroll records and respond to inquiries regarding pay, benefits, pension, vacation, and statutory leaves.
- Prepare and reconcile journal entries, payroll-related general ledger accounts, ROEs, and year-end reporting.
- Assist with WSIB filings, LTD applications, and time entry validations including labour and truck time corrections.
- Support data collection and reporting for HR and labour relations purposes, including costing for collective bargaining and grievances.
- Assist with internal/external audits and compliance-related reporting.
- Prepare Statistics Canada reports and support regulatory filings (e.g. Cost of Service Applications).
- Contribute to annual labour budget projections for payroll and benefits.
- Provide cross-functional support for the Accounting team, as required.

What You Bring

- Minimum 3 years of full-cycle payroll experience, ideally in a unionized or electric utility environment.
- Degree or diploma in Accounting, or related equivalent experience.
- Solid, demonstrated understanding of payroll systems and legislation (including OMERS, WSIB, CPP, EI, etc.).
- Proficient in Microsoft Excel and strong experience Microsoft Office suite.
- Familiarity with UKG or Great Plains is an asset.
- Excellent organizational skills and attention to detail.
- Strong communication skills and a collaborative approach.
- Ability to manage confidential information with professionalism and discretion.



Why Join Us?

At Halton Hills Hydro, you'll work with a small, dedicated team committed to reliability, safety, and community service. We offer a dynamic role with competitive salary and benefits, including a defined pension plan.

Application Instructions

- Email your detailed resume, in confidence to hr@haltonhillshydro.com
- Use **PAYROLL** for your subject line
- Indicate in the body of your email where you saw this posting

Closing Date: Friday June 20, 2025

Halton Hills Hydro Inc. is an equal opportunity employer. Accommodation is available under the *Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. Applicants need to make their required accommodations known in advance.

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