

ESQUIMALT POSITION DESCRIPTION**EFFECTIVE DATE: DEC 2012**

Pos. 791

Amended: August 2018

| | |
|-------------------------------------|----------------------------------|
| Position Title: | Payroll and Benefits Coordinator |
| Department/Division/Section: | Finance |

POSITION FUNCTION

Perform complex payroll work in reviewing, maintaining, and balancing records for a computerized payroll system and various support systems, as well as overseeing a comprehensive employee benefits program and liaising with the Human Resources Department.

KEY DUTIES

Provides excellent customer service when responding to internal and external requests for information, advice and direction.

Establishes and maintains payroll master files for all employees including information on earnings, deductions, contract terms, terms and conditions of benefit plans and retirement procedures.

Compiles and reviews weekly payroll processes, including all pay and adjustments for salaried and hourly staff.

Prepares and processes all non-standard transactions, including termination and retirement payments.

Maintains the Municipal Pension Plan program for all employee groups, including the completion of all monthly, quarterly and annual reporting requirements.

Processes the benefit plan renewal data including updating premium rates in the payroll system, preparing and processing bill payments, and calculating premium arrears.

Maintains all required payroll codes and generates reports within payroll computer system.

Implements negotiated wage increases, calculates and processes retroactive pay, and addresses other payroll/benefit issues resulting from contract or policy changes.

Performs reconciliations of all payroll general ledger accounts.

Accurately prepares various forms and reports for external agencies and internal management.

Communicates with benefit carriers to obtain and clarify terms and conditions of policies.

Maintains current knowledge of all payroll related legislative requirements and contract terms for multiple employee groups. Provides payroll advice and guidance to department users.

Coordinates and reviews work of assigned staff; ensures deadlines/schedules, procedures and established performance standards are met.

Provides backup to the Finance Clerk II – Payroll position.

Participates in year end payroll procedures and related reporting requirements.

Receives payments for property taxes, licences, permits or other revenue sources; balances cash on hand; provides information to the public on property taxes, assessments and licences.

Provides backup for the performance of financial batch approvals and bank transfers.

Updates payroll data to be used during the annual budget process.

Liaises, as necessary, with the Human Resources Department on payroll matters, collective agreements and payroll benefits issues.

Facilitates knowledge sharing through planning, coordinating and providing internal information sessions.

Develops relevant FAQs on payroll and collective agreement issues.

Performs other related duties where qualified.

INDEPENDENCE

Work is performed independently according to established policies and procedures or assigned by Supervisor.

Work is reviewed through discussion with Supervisor.

Issues involving deviations from established policies and procedures or requiring clarification are discussed with Supervisor.

WORKING CONDITIONS

Physical Effort:

Sit with arms unsupported while keyboarding (frequent); operate office equipment (often).

Mental Effort:

Meet multiple deadlines (frequent); high level of concentration while checking payroll data and meeting weekly deadlines (frequent).

Visual/Auditory Effort:

Focus on a variety of source data and VDT for long periods (continuous); short periods of listening with short periods of concentration on telephone while providing detailed information (occasional).

Work Environment:

Office.

KEY SKILLS AND ABILITIES

Promote, incorporate and role model the Township's core values into all program activities:

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Knowledge of current payroll principles and practices, procedures and legislation.

Ability to understand, apply and provide instruction in methods and procedures of payroll accounting.

Knowledge of all pertinent contracts and policy provisions including those covering CUPE, Fire, and Exempt staff.

Knowledge of the principles and practices of municipal accounting as it relates to processing

payrolls.

Working knowledge of standard office software applications with a high level of proficiency creating and manipulating spreadsheets.

Knowledge and understanding of computerized payroll systems, as well as a sound understanding of the present payroll system.

Work effectively in and contribute positively to a team environment.

Excellent customer service skills, interpersonal skills and ability to interact with the public in a courteous and tactful manner.

Professional, effective verbal and written communication with internal and external contacts.

Ability to complete work with a high degree of accuracy.

Ability to plan, organize and prioritize the work of a unit.

Ability to analyze information, identify problems and develop solutions.

Ability to operate a variety of office equipment.

Willingness to learn new technology or software.

QUALIFICATIONS:

Formal Education, Training, and Occupational/Professional Certification

High school graduation.

Payroll Supervisor Certification with the Canadian Payroll Association (seven courses including introductory accounting) or equivalent (equivalent to 2 year diploma).

Experience: Three years of progressive experience in a Municipal or similar environment or an equivalent combination of education and experience.

OTHER

Length of time to become familiar with job duties and responsibilities: 1 year.

May be requested to substitute in a more senior position.

APPROVED

2018-08-02