

POSITION TITLE:	Payroll and Benefits Administrator	POS. NO:	791
DEPARTMENT & DIVISION:	Finance	EFFECTIVE DATE:	December 2012
REVIEWED OR AMENDED DATE:	April 2025	APPROVED BY:	Director of Finance

### POSITION FUNCTION

Reporting to the Manager of Financial Services, this position administers and maintains the payroll and benefits programs for all employees within the organization. This position performs intermediate payroll work and is responsible for the preparation, calculation, review and accuracy of payroll and benefits records in a computerized payroll system. Other responsibilities include benefits administration, reconciliations, report preparation and responding to inquiries. It requires a high level of attention to detail and the ability to prioritize work tasks to meet frequent and regular deadlines.

### KEY DUTIES

Completes payroll functions and processes including compilation, preparation, review, submission, and maintenance of all payroll records, accounts and reports.

Maintains integrity of the payroll module and all related payroll and benefits working documents.

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

Administers group benefit plans including health and welfare plans,

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

Develops, implements, and maintains payroll and benefits processes and procedures that ensure compliance with legislative requirements and collective agreements.

Establishes and maintains complete payroll master files for all employees.

Performs reconciliations of all payroll and benefits general ledger accounts.

Accurately prepares various forms, reports and informational items for external agencies and internal management on a regular or ad hoc basis.

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

Assists with preparation of budget information, the year-end audit and statutory financial reports.

Implements efficiencies and process improvements on a regular and ongoing basis, including project work.

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

Verifies the accuracy and completeness of payroll records and data, identifies errors and resolves discrepancies.

Calculate and remit monies collected on behalf of other governments, agencies and third-party organizations.

Identify, report, and assist in resolving situations of non-compliance with established financial procedures; provide information/training to Finance staff and other departments regarding procedures and controls.

Assists and liaises with members of the Human Resources Department on payroll and benefits matters, collective agreements and other information as required.

Provide a high-level of customer service to internal and external requests for information, advice and direction.

Perform related duties as required.

#### INDEPENDENCE

Work is performed according to policies and procedures or assigned by a supervisor.

Work is reviewed by informal monitoring by supervisor.

Recognize priority and time sensitive issues and respond appropriately.

Problems involving deviations from established policies and procedures or requiring clarification are referred to supervisor with recommendations.

#### WORKING CONDITIONS

##### **Physical effort:**

Sit with arms unsupported while keyboarding (often).

##### **Mental effort:**

Long periods of intense concentration while checking accuracy of large volumes of data (continuous).

Meet multiple regular deadlines (frequent).

**Visual/auditory effort:**

Focus on a variety of source data, VDT and printouts for long periods (continuous).

Short periods of listening with concentration on the telephone while providing detailed information (occasional).

**Work environment:**

Office.

## KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township's core values in all program activities.

Thorough knowledge of current payroll principles and practices, procedures and legislation.

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

Thorough knowledge of all pertinent contracts and policy provisions, including collective agreements.

Intermediate to advanced skills utilizing accounting software applications with a high level of proficiency, creating and manipulating spreadsheets and data.

Ability to work effectively 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 and improve processes.

## QUALIFICATIONS

**Formal education, training, and occupational/professional certification:**

High school graduation.

Completion of a two-year diploma in Business, Accounting, or equivalent.

Canadian Payroll Compliance Practitioner (PCP) certification may be considered an asset.

**Experience:**

3 years of related experience in full cycle accounting and/or payroll administration.

Experience with Microsoft Dynamics GP and HRISMyWay may be considered an asset.

Preference may be given to candidates who have demonstrated experience in a multi-union and non-union environment.

**Or:**

An equivalent combination of education and experience.

**OTHER**

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