



JOB DESCRIPTION

TITLE: PAYROLL ACCOUNTING TECHNICIAN

DEPARTMENT: Finance

LEVEL: 10 (Subject to JE)

Position Last Evaluated: Dec 2014
Job Desc. Last Updated: May 2019

JOB SUMMARY

Under the general direction of the Manager of Payroll, the incumbent is responsible for reviewing and reconciling a variety of payroll information and accounts as well as preparing complex reports for a variety of users. The incumbent assists in the production and support of the biweekly payroll.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Performs monthly tasks: Account Reconciliations – reviews and reconciles all Payroll general ledger accounts on a monthly basis. Union Billing – compiles and reconciles all union paid business data (timesheets/timecards/union business forms) each month. T4 Reconciliation – reviews and reconciles each month's payroll data, CRA remittances and T4 reports.
2. Performs year end tasks: Wage Accruals - reviews and analyzes a large amount of year-end payroll data (GL postings, time entry reports and various other reports) and prepares the appropriate wage accruals and necessary journal entries based on that information. Payroll Bank Liabilities - reviews and reconciles all employee bank liability accounts with various employee data and GL postings. Payroll General Liabilities – reviews and reconciles all general payroll liability accounts including employee benefits, CRA, WCB, Pension and MSP. Actuarial Adjustments – compiles and reviews large amounts of employee information necessary to update the general ledger to reconcile to the actuarial valuation. T4 Reconciliation and Preparation – calculates taxable benefits for employees. Compiles and reviews all sources of year-end taxable benefit information and reviews all T4's for accuracy and compliance and file with CRA.
3. Prepares all WCB (quarterly), CRA (biweekly) and Pension (biweekly) remittances.
4. Reconciles and adjusts CUPE and IAFF union sick banks on a monthly basis making adjustments as required to correct or replenish the banks.

TYPICAL DUTIES AND RESPONSIBILITIES (Cont)

5. Assists with testing of problem fixes (SAP notes), configuration changes, enhancements and new functionality in order to ensure system integrity and proper integration across various SAP modules.
6. Assists in modifying existing SAP configuration and schema to meet the business and operational requirements of the City.
7. Updates software system tables for rate changes.
8. Participates in providing user training for employees, prepares documentation and provides ongoing training support and guidance.
9. Researches and responds to various inquiries and information requests including interpretation and explanation of policies, rules and regulations, payroll cost centers and GL accounts.
10. Produces reports for various users on variety of issues, including highly sensitive information. This includes creating and maintaining advanced SAP query and ad hoc query reports for HR and Payroll users, as well as with standard SAP tools, Access and Excel.
11. Assists HR with various queries and reports including sick, benefits administration, union and payroll policies.
12. Researches and completes a variety of forms including LTD, ICBC, Worksafe, Municipal Pension, Family Maintenance and Service Canada.
13. Produces Records of Employment (ROE) and responds to EI inquiries as required.
14. Performs duties of the Payroll Clerk as required.
15. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Sound working knowledge of the SAP system and how it relates to and supports the City's business processes.

Good knowledge of Federal and Provincial legislation, Municipal policies and procedures, application of union contracts and employee benefit contracts.

Strong working knowledge of accounting theory and payroll.

Ability to complete full cycle payroll for 800+ Union and Exempt employees with skill and accuracy.

Ability to work under pressure, manage multiple priorities and respond to requests in a timely manner.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Cont)

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Ability to plan, prioritize and have strong organizational skills.

Strong analytical and problem solving skills.

Work may involve constant handling of somewhat awkward and/or medium weight objects or tools/equipment and/or climbing structures. Core work activities may require sitting or standing for prolonged periods throughout the workday, with limited opportunity for relief.

Proficient computer skills in word processing programs (such as Word), Municipal computer programs (such as SAP) and database programs (such as Access).

Advanced spreadsheet skills in Excel.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Diploma in Accounting or Business Administration with an Accounting concentration at a recognized educational institution and/or completion of the third level of the former CGA/CMA program.

Certification as Payroll Compliance Practitioner (PCP) through the Canadian Payroll Association.

Minimum of 4 years' current payroll experience in a large, multi-contract unionized environment.

Or an equivalent combination of education and experience.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.