



JOB DESCRIPTION

TITLE: PAYROLL CLERK

DEPARTMENT: Finance

LEVEL: 9

Position Last Evaluated: Dec 2014
Job Desc. Last Updated: Oct 2018

JOB SUMMARY

Under the general direction of the Manger, Payroll, the incumbent assists in the production and support of a biweekly payroll. The incumbent enters time data, maintains employee payroll files, processes the biweekly payroll, completes various government reports and responds to a variety of information requests.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Reviews all time entry and employee file changes for compliance with collective agreements, city policy, bylaws and labour standards.
2. Enters daily timecards (including vehicle activity allocations) and biweekly timesheets into the payroll system.
3. Processes WCB claims and payments making the necessary corrections in the payroll system.
4. Produces daily timecards from the payroll system and distributes to employees.
5. Maintains employee master data files in the payroll system.
6. Processes the biweekly payroll and verifies payroll accuracy by running various reports making corrections as required.
7. Performs the biweekly direct deposit transfer.
8. Investigates and corrects payroll issues and produces off cycle payments when necessary by cheque or direct deposit.
9. Researches and responds to various inquiries and information requests including interpretation and explanation of policies, rules and regulations.
10. Researches and prepares reports and forms for various government agencies including: Municipal Pension, WCB, Receiver General/Canada Revenue Agency, Service Canada (ROE and Request for Information) and completes the monthly EI Hiring report.

TYPICAL DUTIES AND RESPONSIBILITIES (Cont.)

11. Prepares ad hoc reports for various departments as needed or on a regular basis. This includes creating and maintaining reports and listings in Microsoft Excel.
12. Assists managers and employees with various time entry and payroll statement inquiries.
13. Provides user training for employees completing timesheets or timecards as needed.
14. Prepares and updates documentation and provides ongoing training support and guidance.
15. Coordinates and processes employee benefit payments while they are on leave. This involves contacting employees on a regular basis to remind them of upcoming payments due while on leave.
16. Participates in ongoing training and familiarization with a variety of Federal and Provincial labour-related legislation, municipal policies and procedures, union contracts, and application of Court related directives.
17. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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

Good knowledge of current office procedures and equipment.

Strong analytical and problem solving skills.

Ability to plan, prioritize and have strong organizational skills.

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

Ability to establish and maintain effective working relationships with a variety of internal and external contacts.

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.

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.

Minimum data entry speed of 100 spm.

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

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of Grade 12 and Canadian Payroll Association courses: Payroll Fundamentals 1 and Payroll Fundamentals 2.

A minimum of 2 years recent multi-contract payroll administration experience.

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.

GENERAL STANDARDS (Cont.)

Adheres to City policies and objectives.