

JOB DESCRIPTION

Position Title: Payroll Administrator
Dept/Branch: Finance Department
Reports to: Chief Financial Officer
Position Supervises: Not applicable

Position #: A201 16

I. Position Summary

This position performs payroll administration, cash management, accounting, accounts receivables, reporting, and responding to general financial enquiries under the direction of the Chief Financial Officer. The work involves attention to details, mental concentration and requires mathematical skills as well as a good understanding of business and payroll matters.

The incumbent must possess the skills to effectively communicate with internal staff and external suppliers showing courtesy, interest and tact; must be able to handle sensitive information with discretion; organize work to meet strict deadlines.

II. Accountabilities

1. Payroll Administration

Collects information necessary for payroll from supervisors, new employees and benefits providers through telephone, internet, fax and mail.

Researches and answers payroll-related questions of internal staff and external payroll-related parties such as government agencies, benefits providers, and banks.

Reviews, edits, codes and inputs all hour and benefit changes related to payroll. Reviews entered data for errors and reasonableness, makes corrections, and produces payroll deposits and cheques, verifying for reasonableness. Transmits and monitors payroll transfers made by banks and communicates with banks regarding any transfer problems. All this must be done to strict timelines.

Maintains up to date knowledge of HRIS system and prepares regular and requested payroll reports and files.

Distributes payroll advices and benefits information to all employees.

Prepares and verifies benefit summaries and pays benefit providers, either by preparing voucher for accounts payable or personally generating a manual cheque, signing with cheque signing machine, and ensuring deadlines for payments are met.

Transfers and reviews summaries of payroll and benefits by way of journal entries into the general ledger.

Enrols and removes employees from payroll system, and benefits and prepares the necessary government documents.

Works closely with Human Resource staff to ensure necessary, correct information input into HRIS system.

Maintains current knowledge of payroll-related regulations, union contracts, benefits provisions and knowledge of computerized HRIS system.

Calculates vacation earned and owing and other employee banks, and maintains detailed records. Responds to employee or management requests for information on the above.

Reviews and manually tracks payroll changes, ensuring appropriate approvals and verifications.

Reviews previous payroll records and calculates retroactive payment adjustments when contract or regulatory changes or interpretation occurs.

2. Cash Management

Counts, verifies, receipts and records in accounting system, cash from branches, creates summary and bank deposits, ensuring cash reconciles with receipts.

Issues charitable tax receipts.

Pays out petty cash to staff, as required

Takes deposits to bank as required.

3. Accounting

Reconciles bank accounts, identifying any problems relating to reconciliation.

Prepares adjusting journal entries, as required.

4. Accounts Receivable

Prepares bills and collects employee personal purchases.

Prepares bills and collects miscellaneous accounts receivable from external parties

5. Year-End Closing

Completes the annual records and reporting requirements for government authorities, benefit providers, employees, and other regulatory agencies.

Assists auditors during their audit.

6. General Enquiries

Fields financial enquiries from staff and public and identifies issues which should be referred to the Chief Financial Officer.

7. Reporting

Maintains employee information in HRIS and prepares report on request of management.

Maintains reports on hours using spreadsheets, and prepares reports on request by the Chief Financial Officer or other management staff.

Uses spreadsheets to develop or prepare reports as needed.

Provides some correspondence support for Accounts Department using word processing as required.

8. Procedures

Provides inputs and suggested solutions in the development and documentation of payroll and financial procedures.

Consults with Chief Financial Officer regarding issues pertaining to changes in policy and procedures, and on issues or changes relating to interpretation of union contracts.

III. Working Conditions

Works in private office environment; frequent use of computers; has contacts with employees throughout the system and external vendors.

IV. Job Specification

a. Education

Grade 12 or equivalent, and Completion of Certified Payroll Manager Certification (CPM) in the Canadian Payroll Association and completion of Level 2 prerequisites of the CMA designation program or their equivalents.

b. Related Experience

Minimum 3 years' experience in payroll/accounting position.

c. Other Requirements:

- . Thorough knowledge of payroll procedures, government statutory regulations, union contracts, and fringe benefits contracts.
- . Thorough knowledge of Stargarden
- . Keyboarding skills minimum 50 wpm
- . Demonstrated knowledge of accounting systems, codes and procedures.
- . Aptitude for meticulous details and mathematical calculations.
- . Demonstrated ability to operate business machines, including calculators, cheque signing machine.
- . Demonstrated knowledge of PCS, including common MS-DOS commands, word-processing, spreadsheet and database programs.
- . Bondable.
- . Possesses the skills to communicate effectively both verbally and in writing with staff and the public, showing courtesy, interest and tact.
- . Ability to exercise business judgement and handle normal problems independently, ascertaining which decision and information need to be brought to the attention of the Chief Financial Officer.
- . Ability to handle sensitive information with discretion.
- . Valid BC Driver's License.

Drafted by:

Carla Phillips, Director of Human Resources

Date

Approved by:

Stephanie Hall, Chief Executive Officer

Date

INPUT PROVIDED BY:

NAME	POSITION	LOCATION
Don Nettleton	Chief Financial Officer	Headquarters
Holly Purdon	Payroll Administrator	Headquarters