

Position Title: Senior Payroll Administrator
Dept/Branch: Finance Department
Reports to: Chief Financial Officer
Position Supervises: Auxiliary Payroll Staff

Position #: A201 20

I. Position Summary

This position performs full cycle payroll administration, cash counting, and recording certain accounting functions, accounts receivables, reporting, and responding to all related 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 will be the primary communicator to the ORL staff for any changes or updates pertaining to payroll.

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, and codes (if necessary) 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 issues. 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. Attends Board meetings if requested to communicate current or upcoming payroll matters to the Board. Supervises auxiliary payroll staff.

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 and other statutory documents and filings (i.e. WCB remittances and reports, Municipal Pension Plan annual filing, prepare and files T4's, etc.) The expectation is that filings will be electronic whenever possible, i.e. ROE's, MPP submissions, etc.

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. Prepares adjusting journal entries.

4. Accounts Receivable

Prepares bills and collects employee personal purchases.

Prepares bills and collects miscellaneous accounts receivable from external parties

5. Year-End Closing / Set-Up of Subsequent (New) Year

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

Opens and prepares each new year in the Stargarden payroll software, i.e. entering statutory holiday dates into the system, setting up the pay periods and pay dates, etc.

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, recommendations 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; every day use of computers; has contacts with employees throughout the system and external vendors.

IV. Job Specification

a. Education

Grade 12 or equivalent, a college/university certificate (either Accounting, HR or Business Administration) and Completion of Payroll Compliance Practitioner

b. Related Experience

Minimum 5years' experience in payroll position.

Preference given to those:

- Who are experiences in union environments
- Who have worked in organization with more than 100 employees (not necessarily all full-time equivalents)
- Who have worked in payroll for a local government or library organization
- Who have supervised auxiliary or permanent staff.

b. Other Requirements:

- Thorough knowledge of payroll procedures, current and upcoming government statutory regulations, union contracts, and fringe benefits contract – and recommends course of action to implement any updates or changes to these.
- Accepting of change, assesses, evaluates and suggests changes and improvements to payroll processes.
- An intermediate knowledge of Microsoft word, excel and outlook.
- Be comfortable and not intimidated to learn and master new software.
- Be willing to attempt to troubleshoot issues and contact external support via email and phone call (not just email)
- Demonstrated knowledge of accounting systems, procedures.
- Aptitude for meticulous details
- 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.
- Bondable.
- Thorough knowledge of payroll software
- Keyboarding skills minimum 50 wpm

Drafted by:

Carla Phillips, Director of Human Resources

Date

Approved by:

Don Nettleton, Chief Executive Officer

Date

INPUT PROVIDED BY:

NAME	POSITION	LOCATION
Jeremy Sundin	Chief Financial Officer	Headquarters
Colleen Milne	Payroll Administrator	Headquarters