



JOB DESCRIPTION
HR/Payroll Clerk
Corporate Services Department
May, 2017

POSITION SUMMARY

Under the direct supervision of the Human Resource Officer, the HR/Payroll Clerk is responsible for the operation of an efficient and effective payroll system and the benefits processes for all Town employees. The HR/Payroll Clerk will accurately and efficiently perform all assigned responsibilities to ensure the effective maintenance of Human Resource and Payroll processes and information with a consistent attitude of supporting Town employees while maintaining confidentiality.

In addition, the HR/Payroll Clerk will provide administrative support to the Human Resource Officer as required.

REPORTING RELATIONSHIPS:

Reports to: Human Resource Officer

KEY WORKING RELATIONSHIPS:

- Internal:**
- Department Personnel
 - Other Town Departments
- External:**
- Canada Revenue Agency Service Providers
 - WCB
 - Pension and Benefit Service Providers
 - General

RESPONSIBILITIES/ACCOUNTABILITIES:

- Create and maintain employee information in the appropriate Human Resource Information System and Payroll System;
- Input and electronically transmit payroll data bi-weekly, including processing and verification of payroll time entries where required;
- Ensure employees receive pay advice forms bi-weekly
- Maintain current knowledge of Canadian Payroll legislative/regulatory requirements, ensuring compliance in relation to all employee payroll payments and deductions and related employer obligations;
- Create and maintain a confidential filing system for payroll information;
- Conduct periodic internal control reviews to confirm compliance with internal HR and payroll policies;
- Track Employee Benefits, such as accumulated sick leave, vacation entitlement, pension plans, group insurance plans, etc.;

- Initiate creation and ensure timely filing of records of employment (ROEs) as required, as well as all external payroll related reporting, including Workers Compensation and Pension adjustments;
- Create annual payroll calendars that ensure timely and accurate payroll processing, payment and reporting;
- Prepare T4's and T4A's, balance same to payroll and prepare Revenue Canada reports;
- Ensure all forms relating to changes in group health and pension plan coverage are submitted to the appropriate company in accordance with contractual requirements;
- Process additions/deletions/changes in coverage and rates of pay;
- Prepare contracts for employee computer loans for review and approval;
- Maintain employee deductions related to loans and/or other legal deductions such as garnishments;
- Maintain strict confidentiality while dealing with personal information i.e. employee pay, garnishees, benefits, legal settlements, etc.;
- Maintain detailed knowledge of wages as it relates to Collective Agreements and Non-Union agreements, including performance increases and cost-of-living increases;
- Under the direction of the Human Resource Officer, prepare and provide information, statements and reports as requested and required, i.e. maternity leave top up, WCB top up, sick leave tracking, vacation allotment, etc.;
- Assist Town auditors, as well as auditors from Revenue Canada, Worker's Compensation Board and other agencies with detailed inquiries and reports relating to payroll;
- Effectively and efficiently respond to requests, both verbally and in writing, from employees and external agencies on matters relating to payroll, i.e. employment insurance, confirmation of salary, etc.;
- Prepare general ledger download information from payroll system and balance payroll registers;
- Assist Finance staff on an "as needed" basis.

QUALIFICATIONS

Education and Experience:

- Completion of Grade 12;
- Recognized Business Diploma and Level 1 Certification from the Canadian Payroll Association;
- Proficiency in database and spreadsheet applications;
- Demonstrated experience and strong knowledge base in payroll procedures and in the operation of a computerized payroll program;
- Experience in dealing with Collective Agreements and provisions contained within pertaining to payroll, pension, benefits, leaves, etc.

Competencies

- Excellent interpersonal skills; communication skills (listening, written and oral), and analytical skills;
- Excellent organizational skills;
- Ability to work effectively with a variety of people; respond to employee inquiries, and provide high quality customer service;
- Excellent administrative skills;

- Ability to effectively and efficiently prioritize time-sensitive requests; possess problem solving ability; be self-directing; have the ability to multi-task.
- Ability to address conflict in a healthy, positive and proactive manner.

Special Requirements:

- Required to maintain confidentiality and discretion;
- Required to submit a current Police Records Check.

AUTHORIZING SIGNATURES

Director of Corporate Services:

(Signature)

(Date)

Human Resource Officer:

(Signature)

(Date)

Incumbent:

(Signature)

(Date)