

## **PAYROLL SERVICES OFFICER**

**NATURE OF WORK:** The purpose of this position is to provide accurate and efficient payroll services for the City of Charlottetown. The incumbent must work independently and provide strong guidance to managers and supervisors to ensure the accurate interpretation of legislation, collective agreements, and other related policy and procedure. The work performed is of a highly confidential and precise nature requiring accuracy, independent judgement, attention to detail and the ability to meet deadlines.

*This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.*

*The confidentiality of City affairs shall be respected and practiced at all times.*

### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports directly to the Manager of Human Resources.
- Works closely with all members of the Human Resources team.
- Works closely with the Finance Department relating to General Ledger (GL) reporting, month end cheque requisition and year end reporting.
- Develops and maintains working relationships with departmental managers, supervisors and all City employees to provide guidance and support relating to payroll.
- Develops and maintains working relationships with departmental timekeepers to ensure accurate payments and record keeping.
- Develops and maintains relationships with service providers, external agencies, consultants and associated professional groups.
- Deals with the public with integrity and in a professional and courteous manner.

### **PRIMARY FUNCTIONS AND ACCOUNTABILITIES:**

- Processes payroll for all Employees, Council and volunteer firefighters on a weekly, bi-weekly, and semi-annual basis.
- End-to-end payroll administration including new hires, rehires, terminations and reclassifications.
- Calculates and coordinates payments, allowances and deductions in accordance with relevant legislation, policies, procedures and collective agreements (including union dues, group benefits, transit or fitness allowances, etc.)

- Calculate and process periodic payments according to collective agreements, including retroactive pay, banked time pay out, etc.
- Prepares and enters transactions into the payroll software for pay adjustments, inputs employee information.
- Maintains the integrity of the payroll database, determines set up and maintenance needs for pay and deduction codes in an automated payroll system.
- Ensures that appropriate approval processes are implemented to ensure the accuracy and efficiency of payroll records.
- Completes monthly payroll account reconciliations.
- Prepares Records of Employment as necessary.
- Provides interpretation and guidance in the areas of payroll administration for both unionized and non-unionized employees, including information on the provisions of collective agreements, departmental policies and procedures, legislation, etc., and refers non-routine inquiries to the appropriate authority.
- Supports Occupational Health & Safety and Human Resources functions by performing detailed calculations in relation to WCB top up amounts, Long Term Disability (LTD) and sick leave top up amounts, waiting periods, and assists with pension calculations as required.
- Calculates amounts and prepares cheque requisitions for month-end remittances related to payment of pensions, group benefits, and union dues, garnishments, etc., forwarding to appropriate providers.
- Ensures maintenance of payroll files and other appropriate documentation for periodic audits and supports grant applications as applicable.
- Supports labour relations initiatives with detailed reports and data analysis for collective agreement negotiations, grievance settlements and attendance management.
- Accesses and generates data to respond to inquiries from employees, City departments, various financial institutions and Canada Revenue Agency.
- Provides detailed payroll information in support of grant applications and for reimbursement of funds from granting agencies.
- Performs detailed year-end procedures; balances payroll and tax accounts, verifies taxable benefits, pension service and earnings information for pension adjustments and preparation of T4s.
- Calculates and prepares invoices for pension and health & dental premiums for employees in receipt of LTD and processes as required.
- Compiles statistical reports, statements, and summaries related to pay, benefits and pension information and provides to Finance Department for posting to general ledger.
- Conducts research and analysis of general and specific Human Resources matters as directed and assists with salary surveys as required.
- In collaboration with the HR Manager and other department members, assists in the sourcing of new or upgraded payroll software and products.
- Performs other related duties, responsibilities and functions as assigned.

### **REQUIRED COMPETENCIES:**

- Sound knowledge of payroll regulations and administration paired with the ability to interpret and apply collective agreements and related legislation.
- Ability to work independently and maintain good working relationships with employees, department managers and other related contacts.
- Demonstrated ability to adapt to a changing work environment including advancements in technology and payroll/human resources practices.
- Exceptional analytical, mathematical, problem solving, time management and communication skills.
- Proven client-service focus and the ability to work effectively within a team.
- Proven ability to meet deadlines and work under pressure with a keen attention to detail in a high volume payroll environment.
- Discretion in handling confidential matters with tact and diplomacy.

### **REQUIRED QUALIFICATIONS:**

- Post-secondary degree or diploma in a related field such as Business Administration, Accounting or Human Resources.
- Minimum of three (3) years of direct, large scale payroll experience.
- *Canadian Payroll Association Designation* (e.g., CPA Payroll Compliance Practitioner program) is a significant asset.
- Demonstrated working knowledge of integrated computer payroll, human resources and accounting systems.
- Advanced knowledge of Microsoft Office Software suite.
- Experience working in a unionized environment and public sector experience is an asset.
- An equivalent combination of education and experience may be considered.

**Salary Assigned:     Band 4 of the Management Non Union Policy**

### **How to Apply:**

Please submit a cover letter, detailed resume and references by e-mail. Your application must be clearly marked “**Application for Payroll Services Officer**” and submitted by 4:00 PM Thursday, February 27, 2020 to [HR@charlottetown.ca](mailto:HR@charlottetown.ca)

Only those applicants selected for an interview will be contacted.