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## Payroll & Benefits Administrator - CLOSSES: Tuesday May 17, 2022

545 Talbot St, St Thomas, ON N5P 2T9, Canada Req #541

Date Posted: May 3, 2022



The Corporation of the City of St. Thomas, Human Resources Department,  
has an opening for the following position:

### **PAYROLL & BENEFITS ADMINISTRATOR**

Permanent, Full-Time  
Non-Union Position

Job Posting #541-05-22

#### **POSITION SUMMARY:**

This non-union position, under the general direction of the Director of Human Resources and the technical direction and guidance of the Payroll, Pension & Benefits Manager. Responsible for the day-to-day payroll and benefit administration, seniority, vacation and time and attendance tracking. Maintains confidentiality of information accessed in the course of duty.

#### **MAJOR TASKS:**

1. Audits and ensures accuracy of time and attendance data from departments for every employee of the organization.
2. Works with employees, data entry staff, department heads to ensure the accuracy and timely input of time and attendance data into the computerized payroll system.
3. Responsible for day-to-day administration of employee benefit and Ontario Municipal Employees' Retirement System (OMERS) pension plans; ensuring accuracy of group benefit database and OMERS administration system, direct contact with benefit providers to ensure implementation of changes, adjudication or claims issues. Acts as a resource regarding the benefit plan, history, interpretation, application and analysis of proposed amendments.
4. Ensures benefits are administered in accordance with policy and legislative requirements.
5. Audits benefit provider's monthly statement, ensuring correct premium amounts and coverage for all divisions.
6. Participates with the Payroll, Pension and Benefits Manager to ensure all employee salary master files are correct and up-to-date, including increment increases, retroactive pay and adjustments as required.
7. Prepares annual costing and comparison reports for sick time payout (frozen and current), vacation carryover, conversion of sick time to vacation and any other as required.

8. Completes the Group Disability Claim Plan Sponsor Statements (Short-Term and Long-Term Disability Claim Forms) as directed by the Safety & Disability Manager.
  9. Ensures accurate data input from the monthly benefit billing statements into an audit spreadsheet for reconciliation between payroll data and monthly invoicing, and coordinates with Finance for payment.
  10. Prepares and distributes seniority lists as required by collective agreements, to multiple unions and Department Heads.
  11. Ensures all employees' annual vacation entitlement (including carryover) is calculated correctly and manually calculates leaves as required. Calculates casual sick payout or conversion annually.
  12. Prepares and provides Termination of Benefit Letters to employees who are leaving their employment (i.e. end of contract/term, resignation etc.). Processes terminations payouts for all employees, including updating the HRIS/Payroll system.
  13. Prepares Records of Employment as per legislation.
  14. Enters into the HRIS/Payroll system, but not limited to, employee's personal information, rates of pay, wage changes, increment increases, retroactive adjustments, union, seniority, entitlements, and benefit coverage.
  15. Receives telephone and counter enquiries in relation to third parties.
  16. Creates reports and cheque requisitions for remittances to third parties.
  17. Creates, maintains, and provides statistical data/information to departments as required for report submissions to their respective Government Ministries.
  18. Participates in and provides back-up to the Payroll, Pension & Benefits Manager as required assuming full responsibility when necessary.
  19. Assists with training employees on Dayforce and assists employees with issues regarding Dayforce.
  20. Works to resolve payroll related issues with Payroll, Pension & Benefits Manager. If necessary, communicates with payroll provider for resolution of software issues.
  21. Assists other positions in the department when required and during their absence.
  22. Participates in the maintenance of the filing systems.
  23. This position must take responsibility for personal health and safety insofar as he or she is able under the Occupational Health and Safety Act and its Regulations. A worker must:
    - (a) Work in compliance with the provisions of the Act, the regulations and City policies.
    - (b) Must use or wear the equipment, protective devices or clothing that the City requires to be used or worn
    - (c) Report to his or her supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker
    - (d) Report to his or her supervisor any contravention of the Act, the regulations or the existence of any hazard of which he or she knows.
- This position shall not:
- (a) Remove or make ineffective any protective device required by regulations or by the City, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately
  - (b) Use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker
  - (c) Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
24. Performs such other related duties as may be assigned.

**EDUCATION, QUALIFICATIONS AND EXPERIENCE:**

Two (2) Year Post Secondary Diploma in a related field combined with three (3) years experience in processing/administering payroll and benefit administration in a unionized computerized environment with preference given to demonstrated experience working with Ceridian Dayforce payroll system. Must have or be willing to obtain a Payroll Compliance Practitioner (PCP) designation from the Canadian Payroll Association.

Must have demonstrated proficiency working with Microsoft Office programs with emphasis on Excel spreadsheets. Experience in a Municipal setting will be considered an asset.

**CONDITIONS OF EMPLOYMENT:**

May be required to work beyond the normal hours of work.

**REMUNERATION RANGE:** \$32.42 - \$40.57 per hour working a thirty-five hour workweek plus a comprehensive benefit package.

**Applications must be received no later than Tuesday May 17, 2022 at 11:59 p.m.**

**HOW TO APPLY:**

Go to [www.stthomas.ca](http://www.stthomas.ca) – Employment, Employment Opportunities.

Go to Posting Title.

Click the ‘Apply Now’ button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

**ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.**

Note: You will be required to answer Qualification questions during the application process.

When your application has been successfully received through Dayforce, you will receive an email from notify@dayforce.com stating “Congratulations, your application has been successfully submitted.”

All prospective employees, volunteers and students will be required to provide an acceptable “Criminal Record Search” as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.


The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

**Other details**

Pay Type **Hourly**

Apply Now



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