

Job Title: Coordinator, Payroll

Requisition ID: 3216

Affiliation: Exempt

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday

Department/ Branch: People Services, Total Rewards

Job Location: Fort McMurray

Salary: Competitive Salary

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 21/12/2024

Closing Date (dd/mm/yyyy): 05/01/2025

Posting Type: Internal and External

GENERAL DESCRIPTION:

The Coordinator, Payroll is responsible for payroll functions including regular bi-weekly processing of employee payroll including salary, benefits, and deduction transactions; remittances, and reporting. The position ensures compliance with internal standards, collective agreements, policies, and legislation and provides support for all payroll audit requirements and year end/year beginning processes. A focus on customer service is key, as this position provides payroll services to current and past employees as well as external clients. Primary responsibilities of this position include:

Payroll Administration: Ensures accurate and timely processing of the organization's bi-weekly payroll for municipal employees, and shared service agreements. Maintains records, databases, documents, and statistical reports. Prepares bi-weekly remittances. Produces reports, completes investigations, troubleshoots, and resolves related payroll issues. Responds to employee and supervisor payroll inquiries in a clear, timely and professional manner. This includes the handling of garnishments to ensure compliance and the communication and processing of overpayments.

Using Enterprise Resource Planning (ERP)/Systems Applications & Products (SAP), prepares for pay periods by processing adjustments, preparing and printing pay statements, and compiling reports. Processes terminations, including termination pay, calculating leave banks, preparing records of employment, as per legislative and organizational requirements. Files payroll documents and other administrative duties as required.

Departmental Support: Assists in ERP/SAP project initiatives with payroll expertise. Performs end-user system testing, identifies and communicates system defects to supervisor and/or Information Technology, and aids with issue resolution. Provides reporting, including ad hoc reports upon request. Participates in annual and month-end projects. Supports payroll related training for employees, departmental time administrators, and time/leave approvers when required.

Understands collective agreements, organizational policies and procedures, and legislation as they relate to payroll. Responds to enquiries, and maintains best practice processes. Responds to employee inquiries, using judgement to determine when an inquiry requires further interpretation/escalation by the Labour and Employee Relations unit.

Departmental Coordination: Reviews employee set-up in ERP/SAP system and coordinates required changes with the Human Capital Management (HCM) - SAP group. As required or directed, coordinates with Finance and Information Technology departments, completes assigned tasks for year-end, year beginning, and audits. Liaises with the HCM-SAP group and/or Finance on benefits and pension processing activities. This includes coordinating Local Authorities Pension Plan ("LAPP") costing requests and being the main contact for LAPP year end preparation, submission and audit completion.

SKILLS REQUIREMENTS:

Candidates need to show evidence of the following:

- Proven experience with computer software, working knowledge with ERP payroll systems and a variety of database and accounting software. Proficiency in Microsoft Office Programs and Record of Employment Web Services.
- Working knowledge of employee standards, legislation, collective agreements, municipal policies, and Canada Revenue Agency guidelines.
- Proven communication, interpersonal, organizational, problem solving and decision-making competencies. Ability to develop working relationships and effectively communicate with all levels of staff.
- Sound judgment, professionalism, and ability to maintain high level of accuracy and confidentiality of materials and information.
- Pension knowledge and experience.

EDUCATION:

- Office Administration Diploma, Human Resources Diploma or Business Administration Diploma.
- Payroll Compliance Practitioner Designation is required.
- An equivalent combination of education and work experience may be considered.

EXPERIENCE:

- Three (3) years of experience in a multi-faceted payroll environment, including six (6) months of experience in the use of ERP payroll systems is required. Previous experience using SAP and/or Ceridian is considered an asset.
- Previous Human Resources, payroll accounting, or pension and benefits experience are considered assets.

OTHER REQUIREMENTS:

- Submission of a criminal record check.
- A valid Class Five (5) Operator's Licence is an asset.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per section 2 of the Occupational Health and Safety Act, the incumbent shall ensure while in the employ of the Regional Municipality of Wood Buffalo the health and safety of employees, contractors, and the public.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**