

Date: April 6, 2021

Job Title: Payroll and Benefits Clerk

Reports to: Director of Finance

Positions Supervised: n/a

Position Summary:

- Responsible for accurate and timely planning and processing of the District of Peachland bi-weekly payroll and benefits program.

Key Job Duties

Program Development and Implementation:

- Ensures payroll transactions are processed using Enterprise Resource Planning (ERP) System best practices.
- Responsible for payroll records and processing, including benefits reconciliation.
- Provides hands on active and accurate full cycle processing of the District's payroll for unionized and excluded staff, Council and Fire Fighters.
- Contributes to and implements payroll policies and procedures ensure payroll actions are in accordance with statutory and regulatory requirements (such as CRA and WorkSafe BC), applicable collective agreements, bylaws and employment contracts, and District financial policies and procedures.

Operations- Administration/Working Function:

- Works closely with staff to coordinate the receipt of information, clarify changes, provide further details, and reconcile discrepancies related to payroll.
- Responds to inquiries and information received from internal and external stakeholders.
- Prepares monthly and year-end reconciliations for all payroll related accounts and ensures any journal entries are prepared and processed on a timely basis.
- Performs year-end production, reconciliation and submission of reporting documents as required by legislation such as T4 slips and annual reporting.
- Performs online employee benefit enrolment and updates with various benefit carriers.
- Reconciles and remits source deductions including MPP, CUPE and WSBC.
- Participates, as the subject matter expert, in the development, testing and implementation of payroll and accounts payable related changes and upgrades in the ERP systems including implementation of system enhancements; system releases and system version upgrades.
- Ensures payroll internal controls are designed, implemented and maintained effectively for accurate preparation, approval, and processing of time.
- Provides technical advice to shape policies and procedures.
- Prepares and provides payroll support for District staff.
- Provides coverage and support to Accounts Payable and Cash Receipting/ Reception where necessary.

- Follows all policies, procedures and standards of the District.
- Perform other duties as required.

Customer Service/Communications:

- Respond to and deal with a variety of inquires regarding payroll.
- Responds to inquiries from employees and authorized third parties in relation to payroll matters, benefits plans, leave entitlements, and payroll legislation.
- Communicate effectively with employees, contractors, suppliers, government agencies and the public in regards to payroll, utilities, accounts receivable and payable issues.
- Provide high levels of customer service as contact to members of the public.

Risk Management Health and Safety:

- Practice and adhere to Work Safe BC and District policies and procedures.
- Considerable due diligence required in processing the District's payroll, accounts payable, receivables and maintaining the District's data bases.

Leadership and Supervisory:

- Participates as a team member ensuring high performance and service in payroll and benefits, accounts receivable and payable functions and reception.

Financial:

- Provide effective payroll and benefits, accounts payable and accounts receivable functions.

Qualifications:

Education/Certification:

- Registration and membership with the Canadian Payroll Association with certification as a Payroll Compliance Practitioner.
- Diploma, such as Accounting or Business Administration considered an asset.

Experience:

- 5 years related experience in a payroll environment including 3 years providing guidance and direction in a complex union environment.

Skills:

- Excellent working knowledge of federal and provincial legislation, department regulations, and union agreements related to wage and salary administration.
- Knowledge of methods, practices, principles and procedures involved in the preparation, calculation and processing of payrolls in a multi-divisional environment.
- Knowledge of computerized payroll accounting and time capture systems.
- Demonstrated ability to operate in an integrated Enterprise Resource Planning (ERP) system, analyze system issues, and make recommendations for development.
- Demonstrated ability to act with professionalism, diplomacy and tact.
- Knowledge of Public Sector Accounting Standards.
- Advanced spreadsheet and word processing skills.
- Plan and organize daily work.
- Make effective decisions.

- Skill, ability, knowledge of all functions detailed in the job description.

Job Provisions:

- Maintain up to date knowledge of the District's computerized systems, administrative systems and office technology.
- Stay current with payroll, utilities, accounts payable and receivable practices.
- Develop and maintain effective workplace relationships.
- May be required to perform additional duties as assigned by supervisor.