



Provincial Job Description

TITLE:
(162) Payroll & Benefits Officer

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Facilitates the processing of payroll and benefit services.

QUALIFICATIONS:

- ◆ Office Education certificate
 - ◆ Payroll Management certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Organizational and leadership skills
- ◆ Communication and interpersonal skills
- ◆ Accounting and analytical skills

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience working with payroll, accounting and collective agreements.

KEY ACTIVITIES:

A. Payroll Processing

- ◆ Performs data entry on computerized payroll system (e.g., scheduling data).
- ◆ Processes data (e.g., new hires, employee status changes).
- ◆ Calculates retroactive payments and/or wage increases.
- ◆ Processes provisional payments due to errors and follow up (e.g., manual cheques, electronic funds transfer requests, recalculation of benefits).
- ◆ Processes legal requests for garnishment of wages.
- ◆ Monitors statutory holidays, earned time off, vacation, sick days, family days for correct pay-out and accrual.
- ◆ Verifies and processes employee work records.
- ◆ Checks and corrects errors from payroll run.
- ◆ Processes and distributes Record of Employment forms.
- ◆ Verifies payroll changes as a result of changes to collective agreements.
- ◆ Applies collective agreement provisions regarding payroll/benefits.

B. Payroll Remittances and Accounting

- ◆ Forwards appropriate deductions taken from employee pay to appropriate organization (e.g., unions, Revenue Canada, insurance, etc).
- ◆ Balances payroll-related general ledger accounts.
- ◆ Provides payroll, benefits and budget information to various departments.
- ◆ Prepares yearly T-4 slips, reconciles and distributes.
- ◆ Prepares monthly and year-end reports.

C. Benefits

- ◆ Creates, maintains and organizes Employee Benefit data.
- ◆ Implements, coordinates, administers Workers' Compensation Board (WCB)/disability claims and payroll/seniority adjustments.
- ◆ Informs employees of changes/new benefit information.
- ◆ Answers inquiries about organization personnel policies and/or collective agreement provision application.
- ◆ Resolves inquiries on health/dental plans.
- ◆ Advises management on procedures for processing claims.
- ◆ Provides benefits information for a variety of reports.
- ◆ Liaises with SAHO, Public Employees Benefits Agency, insurers (e.g., WCB), Human Resource consultants.
- ◆ Processes and maintains changes in benefit plans (e.g., enroll/terminate/amend).

D. Related Key Work Activities

- ◆ **Researches and responds to payroll/benefits inquiries.**
- ◆ **Prepares journal transactions for payroll/benefits adjustments.**
- ◆ **Prepares a variety of ad hoc reports (e.g., spreadsheets).**
- ◆ **Ensures seniority list is accurate and updated regularly.**
- ◆ **Performs accounts receivable/accounts payable duties.**
- ◆ **Performs month-end duties and reports.**
- ◆ **May perform job posting duties.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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