



Provincial Job Description

TITLE:
(407) Payroll & Finance Coordinator

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Facilitates the processing of payroll, benefit services and finance for a department(s)/program(s)/facility(ies). Supervises staff and ensures office procedures, supplies and inventory are maintained.

QUALIFICATIONS:

- ◆ Business certificate
- ◆ Certified Payroll Manager certificate (CPM)

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate keyboarding skills
- ◆ Intermediate computer skills
- ◆ Accounting and analytical skills
- ◆ Leadership and organizational skills
- ◆ Communication and interpersonal skills

EXPERIENCE:

- ◆ **Previous:** Eighteen (18) months previous related office experience working in a payroll/accounting environment to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Payroll

- ◆ 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.
- ◆ Researches and responds to payroll/benefits inquiries.
- ◆ 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.

B. Accounts Payable

- ◆ Matches invoices to purchase orders and keys invoices for payment.
- ◆ Resolves invoicing discrepancies.
- ◆ Performs month-end duties and reports.
- ◆ Reviews accounts payable for appropriate authorization and account postings.
- ◆ Reconciles and balances various general ledger accounts.

C. Coordination / Supervision

- ◆ Coordinates and organizes department(s) workflow; schedules staff which may involve master rotation maintenance (e.g., leave of absence, sick, vacation, education requests).
- ◆ Provides supervision to department(s).
- ◆ Provides guidance to the primary function of others, including training.
- ◆ Provides input into performance appraisals and performance reviews.
- ◆ Assists with interviews and hiring of new staff.

C. Coordination / Supervision (cont'd)

- ◆ **Maintains and audits time sheets, makes corrections.**
- ◆ **Maintains departmental personnel and attendance files (e.g., sick and vacation balances, education tracking).**

D. 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).**

E. Purchasing/Inventory

- ◆ **Researches and obtains quotes/orders/receives stock and non-stock supplies.**
- ◆ **Reconciles invoices, tracks back orders and credits.**
- ◆ **Receives inventory,**
- ◆ **Maintains all transactions regarding inventory.**
- ◆ **Maintains records regarding requisitions, vendor information.**

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: June, 2009