



Provincial Job Description

TITLE:
(429) Payroll & Benefits Coordinator

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides coordination of Payroll Services. Responsible for the establishment and maintenance of Payroll Services in accordance with departmental, regional and legislative requirements to ensure payroll and benefit processing occurs in a timely and efficient manner.

QUALIFICATIONS:

- ◆ Business Accountancy Diploma or Second Level Certified Management Accountant

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Organizational, accounting and analytical skills
- ◆ Intermediate computer skills
- ◆ Interpersonal, communication skills
- ◆ Leadership and coaching skills
- ◆ Problem solving/change management skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ Previous: Twenty-four (24) months previous experience as a Payroll and Benefits Officer to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Administration / Coordination

- ◆ **Coordinates/prioritizes work flow and workload of Payroll Services.**
- ◆ **Provides department orientation, identifies training needs.**
- ◆ **Provides guidance and technical instruction on processing issues to Payroll & Benefits Officers and Payroll Clerks and other staff.**
- ◆ **Provides leadership and technical guidance to internal (e.g., employees, managers, Human Resources, Finance) and external (e.g., SAHO, Canada Revenue Agency [CRA], other Regional Health Authorities) stakeholders.**
- ◆ **Retrieves, analyses, and presents payroll data for the purposes of education, research, quality improvement, program planning and statistical reporting.**
- ◆ **Performs data analysis and audits on information for accuracy (e.g., employee department job, earned time off, sick, and vacation discrepancies, incorrect or inappropriate time definers).**
- ◆ **Provides a variety of ad hoc reports/queries for management and audit purposes (e.g., workflow, payroll issues, coding, overpayment, charging information).**
- ◆ **Plans, develops and implements payroll strategies and solutions including process reviews to assess and to address payroll services throughout the region through discussions with internal and external parties.**
- ◆ **Assists in establishing and implementing policies and procedures, Quality Improvement initiatives.**
- ◆ **Develops strategies for working with collective agreements, regional policies and scheduling protocols for situations that the payroll system can not accommodate.**
- ◆ **Problem solves and follows-up on complex payroll issues (e.g., employees' pay, coding, report interpretations, retro, classifications, deductions, taxes, etc.).**
- ◆ **Responsible for arranging repayment of overpayments/underpayments (e.g., errors on staff change forms, late paperwork).**

B. 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 follows 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.**

C. 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.**

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., enrol/terminate/amend).**

E. Related Key Work Activities

- ◆ **Responds to written and verbal requests for release of information in accordance with region policies and federal/provincial legislation.**
- ◆ **Updates policy and procedure manuals**
- ◆ **Assists with strategic planning and implementation of new initiatives.**
- ◆ **Assists with development of vision/goals/objectives of the department.**
- ◆ **Evaluates new technology/equipment and arranges maintenance.**
- ◆ **Provides input into staffing.**
- ◆ **Develops training programs.**

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:

Dated: June, 2009