



# *Provincial Job Description*

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***TITLE:***  
**(407) Payroll & Finance Coordinator**

***PAY BAND:***  
**15 (Current)**  
**14 (On Hold)**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Facilitates the processing of payroll, benefits and accounts payable for a department/ program/facility. Supervises staff and ensures office procedures, supplies and inventory are maintained.

***QUALIFICATIONS:***

- ◆ Business diploma – Accountancy
  - ◆ plus The Canadian Payroll Association Payroll Compliance Practitioner course

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Intermediate computer skills
- ◆ Intermediate accounting skills
- ◆ Analytical skills
- ◆ Leadership skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Problem solving skills

***EXPERIENCE:***

- ◆ **Previous:** Twenty-four (24) months previous related office experience working in a payroll/accounting environment to consolidate knowledge and skills.

## ***KEY ACTIVITIES:***

### **A. Payroll Processing**

- ◆ Performs data entry on computerized payroll system (e.g., scheduling data).
- ◆ Enters, verifies, analyzes, audits and maintains employee information (e.g., staff change/hire forms).
- ◆ Calculates retroactive payments, pay adjustments/advances, supplemental employment benefits (SEB), overpayments and 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 and family days for correct pay-out and accrual.
- ◆ Verifies and processes employee work records and daily flow sheets.
- ◆ 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.
- ◆ Prioritizes, investigates and analyzes reported problems using computer systems.
- ◆ Research and implement solutions where required.
- ◆ Retrieves, analyzes and presents payroll data to managers for the purposes of education, research, quality improvement, program planning and statistical reporting.
- ◆ Creates and maintains position numbers and makes adjustments to FTE status.

### **B. Payroll Remittances and Accounting**

- ◆ Forwards appropriate deductions taken from employee pay to appropriate organization (e.g., union dues, 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.
- ◆ Provides payroll evidence/documentation for legal proceedings (e.g., arbitrations).
- ◆ Employment insurance reconciliations for Service Canada.
- ◆ Verification of employment as requested.
- ◆ Calculations of hours worked for various licensing bodies (e.g., SALPN).
- ◆ Union invoicing.

### **C. Benefits**

- ◆ **Creates, maintains and organizes Employee Benefit data.**
- ◆ **Administers and coordinates Workers' Compensation Board (WCB)/disability income plan (DIP) claims and payroll/seniority adjustments.**
- ◆ **Informs employees of changes/new benefit information.**
- ◆ **Answers inquiries about employer policies and/or collective agreement provision applications.**
- ◆ **Resolves inquiries on health/dental plans, pension, DIP, group life and Out of Scope Flex Spending Account.**
- ◆ **Advises management on procedures for processing claims.**
- ◆ **Liaises with 3sHealth, Saskatchewan Health Employee Pension Plan, insurers (e.g., WCB, SGI), Human Resource consultants.**
- ◆ **Processes and maintains changes in benefit plans (e.g., enroll/terminate/amend).**
- ◆ **Assists employees with pension and benefit information upon retirement.**

### **D. 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.**

### **E. Coordination / Supervision**

- ◆ **Coordinates department workflow.**
- ◆ **Schedules staff.**
- ◆ **Maintains master rotations.**
- ◆ **Provides supervision to department.**
- ◆ **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.**
- ◆ **Maintains and audits time sheets, makes corrections.**
- ◆ **Maintains departmental personnel and attendance files (e.g., sick, vacation balances, education tracking).**

**F. 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.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: January 31, 2018***