

PAYROLL AND BENEFITS ADMINISTRATOR

EXEMPT (Y/N):	YES	DIVISION:	Finance
SALARY LEVEL:	Level 2	DEPARTMENT:	Corporate Services
LOCATION:	Field Road	SUPERVISOR:	Manager, Financial Services
APPROVED BY:	Manager, Financial Services	DATE:	December 2023

SUMMARY: Under the general direction of the Manager, Financial Services, the Payroll and Benefits Administrator is responsible for the operation of the payroll system and maintaining related records and accounting processes in accordance with all statutory requirements, the collective agreement and SCRD policies.

KEY RESPONSIBILITIES *include:*

1. To establish, modify and maintain the computerised payroll system, including maintenance of all payroll related records and generating reports.
2. To process payroll, ensuring accurate preparation, calculation, completion and reporting in accordance with the collective agreement, statutory requirements and SCRD policies.
3. To process employee expense claims, ensuring accuracy and alignment with the collective agreement and SCRD policies.
4. To post transactions to the general ledger, perform reconciliations on a regular basis and prepare year-end working papers.
5. To act as required in a confidential capacity when drafting reports and recommendations, engaging in advance planning sessions, attending to matters related to salary continuance, settlement arrangements, grievance resolutions, non-disclosure agreements, layoff arrangements, and other matters relating to labour relations or personnel.
6. To ensure that highly sensitive information related to benefit administration, disability and claims management, offers of employment, resignations, retirement planning, terminations, layoffs, and Records of Employment are handled in a strictly confidential manner.
7. To maintain current knowledge of applicable laws, rules, regulations, and legislation pertaining to payroll, including the collective agreement, exempt employment bylaw, and employee benefits and entitlements as applicable.
8. To understand and configure a computerised payroll system.
9. To perform testing on changes and upgrades to the computerised payroll system, including reviewing, recommending and implementing process improvements.
10. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

TYPICAL ACTIVITIES *include:*

1. Maintains and regularly updates all payroll related records such as leave entitlements, including the preparation of reports and summaries for distribution to managers on a regular basis.
2. Calculates employee earnings from time sheets, verifies data, makes adjustments as necessary, and processes payment of wages to staff and Directors.
3. Liaises with staff assigned for bi-weekly payroll data entry.
4. Accurately calculates, prepares and files all payroll remittances within the prescribed time frame.
5. Establishes and maintains effective working relationships with staff, Elected Officials and external

customers.

6. Maintains the SCRD group benefits insurance program, including enrolment, investigation and resolution of problems, reconciliations, information and status updates, and post transactions to the general ledger.
7. Maintains all pension related records and complies with monthly reporting requirements of the Municipal Pension Plan. Communicates with the Municipal Pension Plan as necessary to address individual plan member needs, such as purchase of service and related adjustments.
8. Performs special projects and other Finance duties as assigned.
9. Performs all year end procedures, reconciliations and reporting in compliance with applicable laws, rules, regulations and legislation.

EDUCATION, EXPERIENCE and TRAINING

- Completion of grade twelve (12) or equivalent.
- Completion of a certificate in a relevant discipline (accounting, business administration) at an accredited post-secondary institution.
- Completion of Payroll Compliance Professional (PCP) designation required and completion of Payroll Leadership Professional (PLP) designation preferred.
- Three (3) years of relevant payroll and general accounting experience, preferably in a local government environment.
- An equivalent combination of education and experience may be considered.

OTHER SKILLS/KNOWLEDGE/INFORMATION

- Proficiency with computerised accounting and payroll software.
- Proficiency with Microsoft Office Suite, including Excel, Word and Outlook.
- Knowledge of applicable laws, rules, regulations and legislation relating to payroll.
- Thorough knowledge of accounting standards.
- Demonstrated ability to apply analytical and problem-solving skills to process development and software/systems configuration.
- Ability to perform clerical work in the accurate preparation, calculation and completion of payroll duties.
- Ability to prioritize tasks, work under pressure and meet deadlines.
- Ability to use analytical and problem-solving skills.
- Ability to handle confidential information in an ethical and professional manner.
- Ability to communicate effectively with internal and external contacts while maintaining a strong customer focus.
- The incumbent is expected to support corporate sustainability and workplace safety objectives.