

POSITION: Payroll Coordinator

JD-PC

DATE: February 2024

Purpose

Reporting to the Manager of Finance, the Payroll Coordinator is responsible for ensuring the financial and accounting records of the municipality are accurately prepared and maintained in accordance with District policies, procedures and bylaws. The scope of work focuses primarily on payroll functions. The Payroll Coordinator works closely with other Finance Department staff in a team environment.

Required Training and Experience

- Minimum two years post-secondary in accounting or business administration;
- Completion of Canadian Payroll Compliance Professional Program;
- Minimum of three years' experience in an accounting position, preferably in a payroll setting; and
- Minimum 50 wpm typing speed, 175 kpm data entry

Work Environment

- Works at Municipal Hall
- Long hours in sitting position
- Exposure to standard office equipment and computer

Main Scope of Work

- Coordinating, preparing, and processing payroll, including regular and year end reports, T4's, and remittances for Union, Exempt, Council, and Paid on Call Fire, while ensuring accuracy and compliance with government legislation, collective agreements, bylaws, and corporate policies and practices;
- Enter and maintain payroll records and documentation of payroll functions for audit purposes, in accordance with legislative requirements;
- Prepare new employee profile setups and ensure accuracy;
- Record internal employee position changes in payroll system. Process salary increases and administer the payroll side of employee leaves;
- Research, resolve, respond to and recommend action on payroll and finance related inquiries from internal and external stakeholders;
- Safeguard confidential and sensitive information;
- Ensures strict payroll and reporting deadlines are met;
- Liaise with group benefit providers, Municipal Pension Plan, Canada Revenue Agency and other external agencies;
- Assist the financial leadership team on financial matters;
- Perform a variety of intermediate accounting duties within established procedures;
- Assist with accounts payable, accounts receivable, budgets, utilities, property tax, and business licensing;

Main Scope of Work (continued)

- Collect and compile data for grant programs, annual budget, year-end working papers and statutory reporting requirements;
- Prepare correspondence and maintain filing systems of the Finance Department; and
- Perform other related duties as required.

Required Abilities, Technical Skills and Knowledge

- Basic skills to operate all general office equipment;
- Superior skills to competently utilize financial software systems;
- Superior skills to operate Microsoft Office and any other business software used by District, including intermediate Excel and Word skills;
- Ability to deal with confidential information with a high degree of tact and diplomacy;
- Ability to make calculations with speed and accuracy and to adhere to rigid time schedules;
- Fast and accurate data entry and typing skills;
- Superior time management and organizational skills to meet multiple deadlines;
- Superior customer service and communication skills;
- Superior interpersonal skills to establish and maintain effective working relationships with a variety of internal and external contacts;
- Ability and skills to deal with internal and public inquiries with courtesy and tact in explaining or exchanging information;
- Superior attention-to-detail and math skills with frequent periods of intermediate duration;
- Strong work ethic with abilities to work independently and as part of a team;
- Sound knowledge of the policies, procedures and principles of payroll, collective agreements and other related accounting duties;
- General knowledge of the *Local Government Act*, the *Community Charter*, *Home Owner Grant Act*, *Employment Standards Act* and other legislation affecting local government; and
- General knowledge of local community organizations and its citizens.

Human Resources and Safety Manager

Chief Administrative Officer

Employee Name

Employee Signature