

Job Description/Specification

Identification
J0294

TFEU/BCTF Joint Salary
Committee Decisions

JOB/POSITION TITLE: Payroll
Administrator

FORMER TITLE/DEPARTMENT:
Payroll Clerk

DIVISION/DEPARTMENT: Human Resources

PAY GRADE: 5

SUPERVISOR'S TITLE: HR. Supervisor

DATE APPROVED: April 3, 2012

Function and purpose (a)

Under the general direction of the Human Resources Supervisor, is responsible for maintenance of a complex payroll system and the preparation of the BCTF Staff and the Local Association computerized payrolls; to maintain and reconcile records of salaries paid and deductions withheld for the preparation of a variety of remittances or reports to government and private agencies; to invoice or allocate salaries and benefits paid to local associations or federation programs for cost recovery purposes and to reconcile same to control accounts; to answer and/or follow up on staff payroll enquiries and complaints.

Principal duties and responsibilities (a)

1. Keys and transmits from payroll input documentation biweekly Ceridian Payflex computer payrolls for all federation staff and local association secretarial staff. Query's anomalies and potential errors and omissions. Resolves same in conjunction with supervisor to ensure accuracy of payroll.
2. Under the direction of the HR Supervisor ensures the accurate calculating, recording, and monitoring of all earnings, deductions, entitlements, termination payouts.
3. Works with the HR Supervisor to complete the pre-transmission payroll process to ensure that the payroll is correct and ready to be transmitted.
4. Reviews the completed bi-weekly payroll package with the HR Supervisor and checks the accuracy of the completed payroll cheque registers against control data, sorts, prepares and delivers direct deposit slips.
5. Balances and reconciles total payroll postings to the general ledger monthly; prepares journal entries for all bank charges relating to payroll. Answers inquiries from Accounting staff regarding journal entries. Under the direction of the HR supervisor liaises with the Accounting Department and HR staff on payroll matters.

6. Maintains, reconciles and analyzes for discrepancies salaries paid and a variety of voluntary and statutory deductions withheld for insurance premiums, income tax, workers' compensation, employment insurance and pension contributions for the preparation of benefit remittances, reports, statements, forms and government statistics on a monthly, quarterly or annual basis; checks invoices or statements received for same against payroll accounting records and processes for payment.
7. Prepares spreadsheets to reconcile and document for status changes for benefits and deductions, insurance and other benefit plans. Performs complex calculations for payments owing for adjustments in arrears as required, changes to pension contributions and retroactive salary payments; instructs payroll data centre of permanent changes in payroll processing; requests revised computer printouts for payroll reporting and checks same for accuracy.
8. Prepares and balances monthly invoices to local associations for the recovery of salaries and benefits paid by the federation to payroll service employees.
9. Prepares Records of Employment (ROE's) as required.
10. Prepares and balances data for year-to-date adjustments and annual reports, including T4, T4A.
11. Under the direction of the HR Supervisor may be assigned:
 - a. Managing enrolments for health, extended health, dental, group life and other benefit plans.
 - b. Preparation of annual census report for Great West Life for Life Insurance and A&D plans.
12. Prepares spreadsheets to reconcile payments for employee purchase of Translink passes including payroll deductions, reconciling taxable benefit and cash.
13. Responds to various requests from government agencies, financial institutions and external organizations, as authorized.
14. Establishes and maintains files of invoices, forms, cheque copies and related payroll documentation.
15. Required to perform other job related duties as assigned.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Three years direct experience utilizing all aspects of payroll processes including maintaining computerized payroll systems with payrolls of 150 to 250 employees.

Demonstrated experience performing payroll duties, in a unionized environment with multiple agreements with speed and accuracy, and to work effectively within assigned timelines is required.

Demonstrated ability to prioritize and to adapt quickly to change is required.

Demonstrated ability to deal with tasks of a confidential nature that require tact, good judgement and discretion.

Proven ability to utilize and develop Excel spreadsheets at an intermediate level is required.

Some experience with word processing applications is required.

Working knowledge of electronic document management systems is required.

Education and training (c)

Completion of secondary school (Grade 12) including completion of post secondary studies leading to payroll practitioner designation is required.

Licences and certificates (c)

Canadian Payroll Association designation is required.

Environment (g)

Physical/emotional environment limited to conditions normally associated with office clerical work such as communication skills, equipment operating dexterity, and scheduling deadlines.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with all levels of federation staff involve the exchange, explanation or clarification of payroll data and information, in particular Human Resources and Accounting.

Contacts and relationships with persons external to the federation building include the exchange, or explanation or clarification of payroll data and information with staff of the payroll provider or local association staff and officers; and CRA and Employment Insurance offices, Service Canada and Teachers' Pension Plan.

Handling information of a personal, confidential and sensitive nature is a requirement.

Machines, equipment and work aids used

Computers and related software, telephone, voice mail, calculator, photocopiers, fax machines, collective agreements, individual employment contracts, teachers' pension manual, federal and provincial government regulations and BCTF Staff Pension Plan procedures.

Positions supervised (e)

None.

Physical and/or mental effort (f)

Processing large volumes of work, frequent interruptions, high degree of accuracy required under the pressure of deadlines, and the confidential aspect of the personal nature of the work.

Working conditions (g)

Exposure to video display screen glare.

Date

Incumbent

Supervisor