



Notice of Position

To: Members of CUPE and its Local 65

Position: Payroll Clerk

Department: Civic Centre / Public Works

Commencing: November 2021

Rate of Pay: \$31.47 per hour

Deadline: Thursday, October 28, 2021 at 4:00 PM

Job Description: Enclosed & available at Civic Centre

Please apply by submitting a completed application form and email to dgalusha@fortfrances.ca with the subject line: Payroll Clerk

OR if you are unable to submit digitally, you may apply by submitting your application and signing the Master Bulletin System book at the front desk of the Civic Centre.

For more information, please contact Dawn Galusha, Treasurer, at 274-5323.

PLEASE POST!

Civic Centre, Public Works, Water Treatment Plant, Memorial Sports Centre, Children's Complex, Parks & Cemeteries



POSITION DESCRIPTION

POSITION TITLE: Payroll Clerk

GENERAL SUPERVISOR: Treasurer

EMPLOYEE GROUP: CUPE Local 65

PREPARED BY: Human Resources

DATE: October 2021

Position Summary:

- The Payroll Clerk is responsible for the payroll and benefit deductions for The Town of Fort Frances.

Direction Received:

- The Payroll Clerk routinely carries out the duties and responsibilities of the position under the direction and supervision of the Treasurer.
- Directed by provincial statute and internal financial and administrative policy.
- The Payroll clerk takes direction from the Human Resources Manager in relation to benefits, compensation, salary administration, and entitlements

Direction of Others:

- Not applicable.

Revenue, Asset and Expenditure Scope:

- Not applicable.

General Responsibilities:

- Ensures that confidential payroll, and benefits information is handled appropriately.
- Inputs payroll data for the Town of Fort Frances.
- Prepares and completes payroll runs for the Town of Fort Frances.
- Maintains all required payroll records, ie. Employee records, rate changes, etc.
- Prepares payroll funds transfer, provides to Treasurer, or designate, and distributes pay slips.
- Ensures all employee deductions for benefit plans are made.

- Balances monthly deductions, prepares summaries and makes remittances for Receiver General, OMERS, WSIB, EHT, union dues, garnishees and Benefit Carriers.
- Prepares records of employment.
- Completes OMERS pension service record verification.
- Assists in the balancing of benefits deductions to the general ledger on a monthly basis.
- Prepares year end reports for OMERS, Receiver General, EHT, WSIB and balancing of all benefit deductions.
- Ensures that eligible employees are enrolled in appropriate benefit plans.
- Administers dental, employee health, short term disability, long term disability, and Weekly indemnity benefits plans.
- Processes benefit claims, as required.
- Prepares reports for managers, and supervisors related to available time banks for their staff.
- Maintain payroll module, including year-end close functions, as identified by the supervisor.

Other

- Ensures compliance with Town of Fort Frances Human Resources Policies, relevant employment legislation, and collective agreements as it relates to Payroll, and benefits administration.
- Complete monthly bank reconciliations for Town of Fort Frances.
- Performs any other related duties as assigned.

Education and Qualifications:

- Completion of a two year post secondary diploma with a major in Business, Finance or Accounting.
- 3 years' experience managing payroll or employee benefits.
- Canadian Payroll Associate Payroll Compliance Practitioner (PCP) certification.
- Preference will be given to individuals with superior interpersonal and communication skills.
- Proficiency in a computerized office environment and software applications including word processing, spreadsheets, database accounting applications, email and internet.
- Ability to organize and complete work assignments with a minimum of supervision
- Demonstrated ability to multi-task and to prioritize with a high level of accuracy.
- Demonstrated proficiency with word processing, spreadsheet, and accounting software applications.
- Must have knowledge of Employment Standards Act, Canada Labour Code, Pay Equity Act, and other relevant employment legislation.

Knowledge, Ability & Skill:

- Communicates effectively, both orally and in writing.
- Demonstrates proficiency in a computerized office environment.
- Competent in the use of Microsoft Office; email and the Internet.
- Proficient in the use of Microsoft Dynamics GP accounting and payroll software.
- Experience interacting with and providing excellent service to the public.
- Demonstrates a willingness to learn and the ability to adapt and take initiative.
- Able to organize and complete work assignments under minimal supervision.
- Demonstrates the ability to multi-task and prioritize with a high level of accuracy.

- Ability to interpret and apply legislation, policy, and collective bargaining agreements.
- Demonstrates the ability to deal tactfully with confidential, and sensitive information.

Effort:

- Frequent interruptions for short periods of time.
- Fluctuating workloads in the absence of regular staff.
- Muscular and sensory strain for moderate to prolonged periods of time.

Working Conditions:

- The Payroll Clerk is required to work a 35-hour workweek during regular business hours with no regular requirement for travel out of town.
- Work outside of regular business hours may be required due to uneven workflow and requirements to meet deadlines.
- The Payroll Clerk spends 100% of the average workday indoors in shared and/or open work areas.