

JOB PROFILE



Position Title:	Payroll Clerk	Division:	Administration
Location:	Regina	Department:	Human Resources
Date:	October 2014	Incumbent:	
Approved by:		Reviewed by:	

OVERALL ACCOUNTABILITY

Reporting to the Manager of Human Resources, the Payroll Clerk will be responsible for data entry, reconciliation of timecards, timely and accurate processing of payroll, as well as providing payroll related reporting. In this role, the Payroll Clerk will require strong Microsoft Office skills, attention to detail and ability to work well in an office environment.

SPECIFIC ACCOUNTABILITIES

1. Compiles payroll data, and enters data or computes and posts wages, and reconciles errors, to maintain payroll records, using computer
2. Update the payroll system, as required, and for the collective agreement; benefit and statutory changes as required
3. Reviews wages computed and corrects errors to ensure accuracy of payroll
4. Records data concerning transfer of employees between departments
5. Prepare and provide periodic payroll information to external parties, as required related to earnings, taxes, and deductions
6. Maintain and create ad hoc reporting from the payroll system
7. Prepare and issue pay checks
8. Administers the benefit plans, including providing relevant benefit information to staff, as well as the completion of forms / reports

SKILL / KNOWLEDGE

1. Two-year Accounting or Business Administration Diploma supplemented by additional training related specifically to payroll and completion of one full cycle (including year-end processing) of payroll processing
2. Knowledge of payroll: specifically, earnings, deductions, allowances, expense reimbursements, taxable benefits, and benefit plan administration and how it relates to payroll processing in a unionized environment.
3. Solid understanding of accounting principles and how they relate to payroll processing and financial statements
4. Ability to complete a yearend windup of payroll
5. Advanced knowledge of Excel and Word with the proven ability to utilize and develop computerized spreadsheets and word processing applications
6. Ability to complete ad hoc reporting in the ACCPAC system
7. Ability to work independently in a time sensitive environment.
8. Ability to maintain confidentiality is mandatory
9. Ability to communicate clearly, timely, and accurately
10. Ability to develop and maintain cooperative working relationships
11. Ability to organize workload, adapt quickly to change, and deliver under the pressure of deadlines

REPORTING RELATIONSHIPS *Please attach an organization chart if available*

Reports to: Manager of Human Resources
Direct Reports: none

DIMENSIONS

Decisions in this position may not be covered by existing procedures and recommending changes to established procedures is part of the job
Typical decisions of the position require application of judgment in flagging items outside the established rules and in scheduling tasks to complete payroll

WORKING CONDITIONS

Physical Effort.

The typical physical demand of the job is light
Works in a seated position at a computer for most of the day

Physical Environment.

Typical office environment

Sensory Attention.

The nature of the work requires a high degree of mental/sensory effort with the need for accurate and detailed data input as well as careful listening and responding to inquiries and requests for financial information or analysis

Mental Stress.

Decisions and judgement could result in loss of time and resources as well as cause embarrassment and lack of confidence in the Authority if payroll is incorrect (e.g. penalties, grievances, back pay, wrong benefit payments or transfers); error prone (frustration of staff) or delayed (e.g. late bank transfer, missed payments for staff, overdrafts). As well, budgets and management decisions may be affected by inaccurate payroll information and reports.