

The Corporation of the District of Oak Bay

Job Description



Job Title:	PAYROLL & BENEFITS COORDINATOR	JEPE Number:	#1052
Department:	Municipal Hall	Pay Grade:	9 – Schedule A
Area:	Finance	Position Status:	Regular – Full Time
Location:	Municipal Hall	Position Type:	Union
Supervisor:	Deputy Director of Financial Services	Last Updated:	September 2024

Job Purpose:

This is a complex clerical position involving the accurate and timely preparation, calculation and completion of payrolls for all municipal staff using a computerized payroll system. The position also deals with the interpretation and administration of a comprehensive employee benefits program, communicates with employees and benefits plan administrators, and is responsible for preparing related reports and records. Considerable independent judgement and action is exercised in day to day activities while more complex problems or policy matters are referred to management. The District has three union agreements and an exempt employee group.

Duties and Responsibilities:

- Establishes and maintains payroll master files for all employees, including information on earnings, deductions, contract terms, terms and conditions of benefit plans and retirement procedures.
- Compiles and reviews weekly payroll processes, including all pay and other adjustments for salaried and hourly staff
- Prepares and processes all non-standard transactions, including termination and retirement payments.
- Processes the benefit plan renewal data including updating premium rates in the payroll system, preparing and processing bill payments and calculating premium arrears.
- Provides excellent customer service when responding to internal and external requests for information, advice and direction.
- Maintains the Municipal Pension Plan program for all employee groups.
- Completes and reconciles the monthly, quarterly and annual reporting for all aspects of payroll including requirement for WorkSafeBC and the Municipal Pension Plan.
- Implements negotiated wage increases, calculates and processes retroactive pay, and addresses other payroll and benefit issues resulting from contract or policy changes.
- Communicates with benefit carriers to clarify terms and conditions of policies;
- Maintains current knowledge of all payroll related legislative requirements and contract terms for multiple employee groups. Provides payroll advice and guidance to department users.
- Maintains all required payroll codes, generates reports from the payroll system.
- Performs related work as assigned.

Required Knowledge, Abilities & Skills:

- Sound knowledge of current payroll principles and practices, procedures and legislation.
- An ability to understand, interpret and apply the applicable regulations, Union agreements and procedures relating to payroll matters.
- A working knowledge of data processing operations applicable to payroll processing.

• An ability to provide guidance and direction to employees engaged in payroll preparation and related work. • An ability to establish and maintain effective working relationships with, and provide payroll related information to, a variety of internal and external contacts. • Ability to make arithmetical calculations with speed and accuracy, and to control and balance accounts and ledgers. • Ability to plan, organize and prioritize work, and to carry it out in an open office environment. • Proficiency in the use and operation of computers running Windows operating systems and applications commonly in use in business/accounting environments. • Ability to meet established deadlines. • Ability to deal both verbally and in writing with the public and other staff on moderately complex matters in a professional and effective way, and to provide payroll related information and assistance. • Ability to be a team player • Ability to input computer data and to operate common office equipment
Qualifications:
• High school graduation. • Three years of related experience, accurately producing payroll through computerized payroll preparation in a unionized environment.
Required Licenses, Certifications and Registrations
• Completion of Payroll Compliance Practitioner (PCP) certification and the Certified Payroll Manager (CPM) certification through the Canadian Payroll Association, or an equivalent combination of education and experience.