

ESQUIMALT POSITION DESCRIPTION**EFFECTIVE DATE: FEB 11, 2016**

Pos. No: 761

Reviewed: April 2024

Approved by: Director of Financial Services and IT

Position Title:	Payroll Clerk
Department/Division/Section:	Finance Department

POSITION FUNCTION

Perform payroll related functions and clerical duties as required and provide a variety of support services within the Finance Department.

KEY DUTIES

Provide excellent customer service to requests for information, and advice and direction to external and internal clients.

Assist with the establishment and maintenance of payroll master files for all employees.

Production of accurate weekly pay runs for regular full-time, regular part-time, and auxiliary staff, including processing, compiling, and inputting payroll information.

Determine leave entitlements, pension plan eligibility, deductions, and benefits for a variety of plans; verify shift overtime, acting pay, and statutory holiday pay calculations.

Accurately prepare a variety of payroll forms and remittances including those relating to WorkSafeBC, Receiver General, and the Municipal Pension Plan.

Accurately prepare payroll reports including monthly leave balances and step increment analyses.

Administer the WorkSafeBC process including distribution of letters, checking rates, processing cheque payments and reconciling pay rates.

Assist and participate in year-end payroll procedures

Give out general information regarding contracts, benefits or policies to new and existing senior staff, managers, supervisors and staff members.

Assist the Director of Human Resources as required. Maintain current knowledge of all payroll-related legislative requirements and contract terms for multiple employee groups.

Perform other related payroll functions as required.

Assist with maintenance of finance records management system.

Maintain municipal hall change float, coordinate with other departments for the provision of change.

Answer telephone switchboard; respond to telephone and counter enquiries from the public, outside agencies, and other departments; provide available information, take messages, and

direct enquiries to appropriate individuals; update and maintain various records, filing systems, and statistical data for the payroll department.

Perform cashier duties as required.

Receive payments for property taxes, licences, permits or other revenue sources; balance cash; provide information to the public on property taxes and assessments.

Perform related duties where qualified.

INDEPENDENCE

Work is assigned, generated by public requests, or performed according to established procedures.

Work is reviewed by supervisor or the Payroll and Benefits Coordinator.

Problems involving deviations from established procedures are referred to a supervisor or the Payroll Benefits Coordinator.

Issues such as difficult public requests are referred to a supervisor.

WORKING CONDITIONS

Physical Effort:

Sit with arms unsupported for short periods (frequent); dexterity for operating office equipment, keyboarding, and filing (often); stand for short periods (frequent).

Mental Effort:

Interruptions from telephone and counter enquiries (often).

Visual/Auditory Effort:

Respond to telephone calls and counter enquiries.

Focus on a variety of source data, VDT, and printouts for long periods.

Work Environment:

Office.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Promote, incorporate and role model the Township's core values into all program activities:

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Knowledge of current payroll practices, procedures, and legislation.

Work effectively in and contribute positively to a team environment and consistently with corporate values.

Excellent customer service skills, interpersonal skills, and ability to interact with the public in a courteous and tactful manner.

Working knowledge of standard office software packages, with a high level of proficiency creating and manipulating spreadsheets.

Ability to analyze information, identify problems, and gather information necessary to facilitate problem solving.

Ability to complete work with a high degree of accuracy.

Ability to communicate effectively verbally and in writing with both external and internal clients.

Ability to plan, organize, and prioritize work.

Ability to operate a variety of office equipment.

Willingness to learn new technology or software.

QUALIFICATIONS

Formal Education, Training, and Occupational/Professional Certification

High school graduation.

Completion of Payroll Compliance Professional (PCP) certification.

Experience:

2 years of related experience or an equivalent combination of education and experience.

OTHER

Length of time to become familiar with job duties and responsibilities: 6 months.

May be requested to substitute in a more senior position.