

CLASSIFICATION GRID: 20

BENCHMARK TITLE: PAYROLL ADMINISTRATOR

BENCHMARK NUMBER: 80775

JOB FAMILY: ADMINISTRATIVE SERVICES

SCOPE AND LEVEL DEFINITION

Prepares or ensures the preparation of, and verifies the accuracy of payroll reports and records, such as payroll registers, payroll analyses, and T-4 forms and summaries. Calculates and distributes, or ensures the calculation and distribution of, Receiver General remittances. May supervise staff.

TYPICAL FUNCTIONS AND RESPONSIBILITIES

1. Processes or ensures the processing of payroll, including performing manual earnings and deduction calculations and transmitting payroll information to financial institutions.
2. Ensures completion of payroll duties such as reconciling payroll deductions, balancing billing hours to payroll hours paid and reconciling bank statements. Verifies the accuracy of payroll reports. Investigates and resolves discrepancies, and follows up on problems.
3. Ensures completion of year-end reporting including completing working papers, annual T-4 slips, and related summaries. Collects information required for budgets and audits. Assists with the preparation of financial statements.
4. Calculates and distributes Receiver General remittances.
5. Completes and maintains records and compiles information including preparing records of employment and WCB employer claim forms. Performs analyses and summaries such as calculating retroactive payments and entitlements and preparing salary costing projections.
6. Supervises staff by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, orienting new staff, and maintaining timekeeping and attendance records. Resolves staffing problems, including calling in staff to ensure appropriate staffing levels.
7. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Grade 12
- Completion of the Payroll Supervisor certification from the Canadian Payroll Association
- Recent, related experience of two years
Or an equivalent combination of education, training, and experience
Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to organize and prioritize
- Ability to type at 60 wpm
- Business writing skills
- Knowledge of general office procedures
- Ability to analyze and resolve problems
- Ability to do mathematical and financial calculations
- Knowledge of practices and procedures related to accounting and payroll
- Ability to supervise