

Job Posting #: 2023-26

Job Title: Payroll & Compensation Coordinator

Department: Financial Services

Reports To: Treasurer/Director, Financial Services

Directly Supervises: None.

Status: Full-time, Permanent.

Hours per Week: 35

Salary: \$53,992.90 - \$65,628.70

Application Due Date: Sunday, May 28, 2023

Position Summary

This position is responsible for leading the transactional and administrative activities associated with payroll. Reporting to the Treasurer/Director of Financial Services the role coordinates employee onboarding with Human Resources; maintains all payroll and compensation related processes, and provides outstanding internal customer service for all inquiries.

Role Specific Duties and Responsibilities

Payroll:

1. Performs all aspects of the payroll function that align with the Municipality's compensation strategies, current HR policies and legislation, ensuring all information is accurate and documentation is complete.
2. Collects and reviews timesheets for accuracy. Ensures payroll, as directed and approved by Director/Manager/Supervisor, are received by employees and members of Council & Committees and Fire Services by payday.
3. Responsible for the calculation, reconciliation and remittance of pays and deductions as authorized by resolution or by-law and under the requirements of federal and provincial guidelines, regulations and legislation. Ensure payroll deductions, pension plans, EHT and WSIB are tracked, reconciled monthly and remitted prior to the due date.
4. Ensure new staff are set up on payroll and proper tax and benefit forms are completed. Works in coordination with the Human Resources Coordinator to process status changes for employees.
5. Prepares payroll calculation for severance/terminations, ROEs, retroactive pay, vacation pay, salary changes, including automatic level increases and approved cost of living adjustments.
6. Calculates and allocates bi-weekly and monthly payroll in the financial information system as per annual budget.
7. Calculates and prepares year-end payroll accrual calculation, vacation carry-over and lieu time, pension plans balancing and returns, year-end filing (annual returns) for Canada Revenue Agency (CRA) and the Minister of Finance, T-4s and other required T-slips including balancing to the Municipal financial system and annual remittances. Prepare all annual reports to comply with audit requirements under the direction of the Deputy

Treasurer/Manager, Financial Services.

8. Participates in the annual audit process for payroll records as required.
9. Maintains, track and report accurate vacation, sick time, banked time, hours of work and other payroll related information. Provide bi-weekly payroll reports to leaders/management, and adhoc reports as required.
10. Calculates and pro-rates all vacation, sick time, and vacation entitlements for new and departing employees.
11. Maintains, tracks, and allocates annual salary increases for all staff members. Updates salary information under the Canada Life benefits program as required.
12. Works in coordination with the Treasurer and Deputy Treasurer to update staff salary information in Questica budgeting software.
13. Coordinates and implements annual updates to the salary grid as required.
14. Conducts and responds to external Payroll (including salary) surveys as required.
15. Administers and manages the EasyStub website including set up and distribution of employee logins.
16. Provides excellent internal customer service for employees with inquiries relating to payroll, vacation or sick time entitlements, benefits, and pension related inquiries.
17. Leads the financial tracking and payment for WSIB related matters.

Benefits & Compensation:

18. Ensures new staff are enrolled in the OMERS and Canada Life benefits program as stipulated in individual employee agreements.
19. Completes all OMERS forms, and acts as the contact for employee questions and changes. Act as the liaison between the employee and OMERS.
20. Acts as the contact for employee questions and changes related to the Canada Life benefits program, and acts as a liaison between the employee and Canada Life.
21. Participates in the quarterly experience report update from Canada Life, and in conjunction with the Manager, Human Resources and Treasurer ensures all rates are adjusted as required upon renewal.
22. Works with the Human Resources division and the Treasurer to coordinate and lead the administration of corporate benefit plan renewal on a bi-annual basis.
23. Conducts monthly invoicing for benefits and compensation related services (including but not limited to: Canada Life, Mearie, AIG Insurance, Legal Shield, Com Psych).
24. Maintains all monthly tracking spreadsheets pertaining to year-end reporting for all secondary service providers, including but not limited to: Canada Life,

Mearie, AIG Insurance, Legal Shield, ComPsych).

25. Works in collaboration with the Human Resources division to administer and track the Short Term Disability program and administers the required Early Referral paperwork for Long Term Disability.

General Duties and Accountabilities

1. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

- Payroll Compliance Practitioner accreditation through the Canadian Payroll Association.
- Valid Class "G" Driver's Licence in good standing and a reliable vehicle for corporate business.

Education, Skills and Experience

1. Diploma in business or accounting and a minimum 3 years' of payroll administration and bookkeeping/accounting experience.
2. Experience and/or training in the administration of OMERS and other employee benefits.
3. Strong working knowledge of Employment Standards Act, WHMIS, and other applicable legislation.
4. Thorough knowledge of Microsoft Windows and Office applications, financial information systems and associated evaluative techniques; payroll and general accounting practices, principles and applications; applicable legislation/regulatory standards, local government functions and responsibilities.
5. Strong communication (verbal, written and interpersonal), time management, public relations, organizational, multi-tasking/work prioritization skills.
6. Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature; and to maintain confidentiality.

7. Ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships; and to champion the corporate mission and values.

Physical Demands and Working Conditions

- Physical demand requires considerable sitting and computer usage. Working conditions are in a standard office environment with some exposure to public criticism.
- Normal hours of work are 35 hours per week Monday to Friday and attend occasional evening meetings as required.

Contacts and Interactions

- Communicates regularly with municipal staff, consultants, government agencies, internal department employees and the general public.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2023-26 by Sunday, May 28, 2023 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.