



## Township of Essa Job Description

### Position Title: Payroll Coordinator July 2023

<b>Reports to:</b>	Deputy Treasurer	<b>Last Revision Date:</b>	July 2023
<b>Department:</b>	Treasury	<b>Supervise staff or assign work (lead hand) or no HR responsibility?</b>	No supervisory responsibilities
<b>Location:</b>	Municipal Office	<b>List all positions directly supervised:</b>	None
<b>Standard weekly hours per employment agreement:</b>	35	<b>List of all position indirectly supervised:</b>	None
<b>Position Status (FT, PT, Seasonal, Student, Contract, Volunteer)</b>	Full time	<b>Pay Band #:</b>	
<b>Pay Method: (Salary or Hourly)</b>	Salary	<b>On Call (Yes reference to details)</b>	No
<b>Overtime (Eligible? Weekly Threshold?):</b>	Unpaid, 1.5 hours off for each hour worked in excess of regular hours	<b>Eligible for all staff group benefits? (yes/no) If eligible for some describe which:</b>	Yes
		<b>Eligible for OMERS? (yes/no)</b>	Yes

#### Scope (Purpose) of Position:

To perform payroll and benefit administration, accounts payable and general accounting duties within the Treasury Department.

#### Important Responsibilities Common to all positions (Leave as is, do not add.)

- Have a good understand of standard Township operating procedures.
- Be familiar and comply with the provisions of the *Occupational Health and Safety Act* and its regulations, and the Township's Health and Safety Policies and Procedures.
- Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- Report unsafe acts or conditions to their supervisor or the Health and Safety Committee Representative.
- Report any occupational injury or illness immediately to their supervisor.
- Use personal protective equipment where required.
- Demonstrate teamwork and a strong sense of customer service.
- Perform other duties as assigned.



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Key Result Areas (specific to position)	Duties (specific to each Key Results Area) (If list of tasks appropriate refer & attach)	Success Indicators (Key Performance Indicators)
<b>Payroll</b>	<ul style="list-style-type: none"> <li>Processes and maintains all payroll records for the Township.</li> <li>Prepares payroll accurately and according to approved salary matrix.</li> <li>Receives hiring information, collects direct deposit information and TD 1's to set up all employee payroll records.</li> <li>Enters income, benefit and deduction codes in the Township's payroll system.</li> <li>Calculates and ensures accurate pay and deductions for all employees according to appropriate pay periods.</li> <li>Maintains accurate records of authorized benefits including Extended Health Benefits, the OMERS Pension Plan and WSIB.</li> <li>Prepares and processes documentation for employee Extended Health Benefits, Disability Benefits and the OMERS Pension Plan.</li> <li>Prepares and files WSIB claim forms, and short/long term disability claim forms.</li> <li>Prepares accurate annual payroll reports including the OMERS Pension Plan, Form 119, T4's, T4 Summaries, WSIB, Employee Health Tax and other required government reports.</li> <li>Prepares and processes accurate Records of Employment (ROE).</li> <li>Prepares monthly benefit remittance payments and schedules and balance schedules to the benefit expenditures.</li> <li>Prepares Revenue Canada, OMERS, WSIB and Provincial payroll remittance reports and monitors payroll reports for accurate payment.</li> <li>Records employee attendance from Department approved timesheets and individual attendance forms.</li> </ul>	<ul style="list-style-type: none"> <li>Maintains accurate data</li> <li>Records and payroll data entered is accurate</li> <li>T4s prepared on time</li> <li>Accurate income deductions made</li> <li>Knowledgeable of benefits</li> <li>Knowledgeable of WSIB and Sun Life Programs and forms</li> <li>Attendance is accurately tracked</li> <li>Year-end reports are submitted on time and are accurate</li> </ul>



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	<ul style="list-style-type: none"> <li>• Assists in the preparation of reports to Council (Annual Remuneration)</li> <li>• Prepares year end reports for external auditors and reconciles the payroll subledger account to general accounts ledger.</li> </ul>	
<b>Accounts Payable</b>	<ul style="list-style-type: none"> <li>• Maintains accounts payable procedures and controls.</li> <li>• In the absence of the Accounting Co-Ordinator, distribute invoices for departmental approval and assist Department Heads with expenditure account inquiries.</li> <li>• Collects and prepare invoices for Treasurer's approval.</li> <li>• Prepares and distributes cheques when accounts have been approved or upon due dates.</li> <li>• Set up and processing of all electronic payments to applicable vendors.</li> <li>• Processes and posts expenditures from authorized purchase cards and corresponding electronic statements.</li> <li>• Performs accounts payable and payroll module testing and is the liaison with software development staff to ensure functionality of the accounts payable and payroll module when system builds, and upgrades are required.</li> <li>• Controls and replenishes the office petty cash fund.</li> <li>• Reconciles and balances the fund regularly.</li> <li>• Prepares year end reports for external auditors.</li> </ul>	<ul style="list-style-type: none"> <li>• Assists with accounts payable</li> <li>• Vendors are paid in a timely manner</li> <li>• Expenditures are posted correctly</li> <li>• Petty cash is tracked and maintained</li> <li>• Monthly/year reconciliation of Accounts Payable Trade Account</li> <li>• Quality reconciliation of HST or employee reimbursements</li> </ul>
<b>Other details of the position</b>		
<b>1. Describe the type of problems this position may have to solve.</b> Incorrect payroll calculation could lead to employees over/under paid. Resolve issues related to payroll calculations/software programming with limited timeframe. Quality control with respect to invoices, such as identifying incorrect/duplicate invoices/payments. Resolving issues related to employee attendance records.		
<b>2. Describe the type of decisions this position may have to make.</b> Decisions are made within a provided framework. High degree of confidentiality required to make decisions and proper judgement concerning employee information.		
<b>3. List the non-supervisory business relationships that come with the position.</b>		



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Relationships with all staff, frequent contact with supervisors or managers on submission of timesheets. Frequent contact with financial institutions, government agencies, extended health benefit company, OMERS and WSIB personnel. Infrequent contact with vendors/suppliers.

**4. Any responsibility for material resources required by the position? If so list.**

Responsible for normal office equipment. Ensure the confidentiality of employee data and payroll records.

**5. Any responsibility for information resources required by the position? If so list.**

Electronic banking features, OMERS e-access, On-Line Health Insurance, Revenue Canada – ROE web. Responsible for the collection, storage, retrieval of personal employee data.

**6. What is the spending limit for purchases of the position?**

None.

**7. Any budget involvement? If so explain.**

None.

### Expected Behaviours of the position (same for all positions)

	Requirement for Position			
	Not Required	Basic Level	Intermediate Level	Advanced Level
<b>1. Communication</b>				
(a) Written communications			X	
(b) Oral communications one-on-one or in small groups			X	
(c) Large group presentation	X			
(d) Positive demeanor				X
(e) Negotiation/Mediation	X			
<b>2. Stakeholder Contact</b>				
(a) Knowledge of the services provided			X	
(b) Professional manner in dealing with stakeholders			X	
(c) Customer focused orientation (can do)			X	
(d) Build strong relationships			X	
(e) Continually improve service			X	
<b>3. Leadership</b>				



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(a) Develop a business or strategic plan (planning)	X			
(b) Convince others to buy into our vision or a change	X			
(c) Translate the strategy & plan into action & results	X			
(d) Flexible & adaptive (open to new ideas)		X		
(e) Innovate		X		
(f) Think critically – Think independently			X	
(g) Tolerant (diversity)		X		
(h) Empathy		X		
(i) Confidence		X		
(j) Active listening		X		
<b>4. Supervisory</b>				
(a) Coach & mentor	X			
(b) Empower & delegate	X			
(c) Manage job performance (give continuous corrective feedback)	X			
(d) Discipline and tough decisions as appropriate	X			
(e) Manage succession planning	X			
(f) Create and manage personal development plans for reports	X			
<b>5. Teamwork</b>				
(a) Work effectively with team members who have a variety of skill levels			X	
(b) Build & sustain internal relationships			X	
(c) Champion collaboration within the team			X	
(d) Accept all feedback (superiors, pers & subordinates)			X	
(e) Respect authority			X	
(f) Resolve conflict & difficult people			X	
<b>6. Working Skills</b>				
(a) Manage workload and meet deadlines (time management)			X	
(b) Deliver results (work ethic)			X	
(c) Manage stress		X		
(d) Manage quality of own work (attention to detail)				X
(e) Ethics & integrity		X		
(f) Autonomy (independent action)		X		
(g) Creativity (originality and independent thinking)		X		
(h) Organization including project management			X	



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### Qualifications

#### Formal Education & Training:

Diploma in Accounting or acceptable equivalent, and Canadian Payroll Association Certification - Payroll Compliance Practitioner (PCP).

#### Required in house training:

Great Plains and Questica software, Excel spreadsheet/database management.

#### Work Experience:

3 years payroll experience with experience in pension program(s) and health benefits preferred.

#### Specific Technical & Sector Skills required:

Good knowledge of the Employment Standards Act and ability to comprehend amendments to this legislation.

### Physical Skill & Effort and Working Conditions

Manual dexterity to operate a computer and other office equipment as necessary. Low risk of injury: sitting at a desk, eye strain a possibility.

### Mental Skill & Effort and Working Conditions

Infrequent interruptions by public by phone and in person. Concentration is required to ensure accuracy. Work is subject to scheduled deadlines - Occasionally required to work outside regular office hours.

SIGNATURES / APPROVALS	Signature	Date
Incumbent:		
Department Head:		
Chief Administrative Officer:		
Colleen Healey-Dowdall		