



PAYROLL ADMINISTRATOR/TREASURY EXECUTIVE ASSISTANT JOB DESCRIPTION

Updated July 2023

Position Title Payroll Administrator/Treasury Executive Assistant

Report to Title Finance Supervisor

Position Details

Position status (Full time, part time, seasonal, or contract): Full time

Location: Central Huron Municipal Office

Pay method (Salary or Hourly): Hourly

Group Benefits: Yes

A – RESPONSIBILITIES (includes accountabilities)

1) Scope of Position

This position is responsible for all aspects of payroll administration and related record keeping. This includes processing bi-weekly payroll for the organization. Administration of payroll also includes updating pay rates in all related software as required and producing necessary payroll reports (overtime summaries, T4s, ROEs, remittances, etc.) and monthly remittances (OMERS, IBEW, Equitable, ADP Fees etc.). Processing of travel and expense claims for staff and council. This position will also serve as an assistant to the Finance Department. This will require administration and preparation work for the property taxes as well as back up for the Accounts Receivable and Payables. This position will play a key role in assisting with the maintenance and preparation of the Asset Management Plan for Central Huron and assisting with various department projects.

2) Key Responsibilities

- ***Operations & Program Delivery***
 - **Review all time cards**
 - Review timecards for all staff for accuracy and completeness
 - Assist employees and managers with issues within ADP
 - **Review and set up all new hires/exits**
 - Review new hire forms and set up employees in Pearl, Work Force now as well as OMERS and Equitable.

- Terminate employees who are leaving from ADP, OMERS, Equitable and Pearl.
- Issue proper payout of time off balances and issue ROE within specific time period.
- **Post payroll**
 - Balance payroll totals as the data flows from each software system into the next, then post.
- **Prepare remittances and claims**
 - WSIB claims monthly remittance
 - Union dues monthly
 - OMERS monthly
 - Extended Healthcare premiums monthly
 - Canada Savings Bonds administration
 - ADP Fees monthly
 - Updating/Reporting/Monitoring Short term disability and long term disability claims.
 - Updating/Reporting/Monitoring WSIB claims submissions for employee accidents
- **Maintain employee records and year end**
 - Input accrual balances for new year
 - Prepare year-end adjustments
 - Calculate pension adjustments
 - Prepare T4's
 - EI, CPP and Income Tax remitted
 - OMERS form 119
 - Employer Health Tax
 - WSIB Reconciliation
 - Update council per diems and meeting rate based on current bylaw
 - Update all employees with associated raises at the beginning of each year and those who are eligible for raises throughout the year.
 - Balance General Ledger Payroll Accrual accounts at year end
 - Facilitate & Track retirement benefits
 - Reporting all leaves through the year to applicable parties (OMERS, Equitable).
- **Processing of Travel and Expense Claims**
 - Assisting staff in preparation of claim forms in accordance with the internal policies
 - Processing expense claims for payment
 - Complete organization and coding done properly to hand to Accounts Payable
- **Back up to Accounts Payable**
 - Preparation of Invoices (Bell Mobility, Excel, etc.)
 - Code and get invoices approved by Managers
 - Input batches into Pearl– Treasurer approves
 - Prepare cheques/EFTs in Keystone – approved by Mayor & Treasurer
 - Send Cheques & EFT Payments.
 - Input entries to Pearl and Keystone
 - Reserve Preparation
 - Ensure statement of accounts are up to date.
- **Back up to Accounts Receivable**
 - Processing payments, covering the front counter, billing, filing.
- **Assist with Property taxes**
 - Prepare files and process Supps and Omits

- Prepare and process severances and consolidations
- Assist with the tax billing process
- Assist with the 3 years tax arrears file preparation.
- Filing
- **Reporting**
 - Monthly Utilities report to Utilities Clerk
 - Quarterly firehall custodian reporting to Accounts Payable
 - Biweekly supplemental earning report to Account Payable
 - Quarterly Absentism Reports to third party
 - Statistic Canada Reporting
 - Job Vacancy Reporting
 - Solar Revenue Reporting
 - Annual Public Salary Sector Disclosure Reporting
 - Various custom reports as requested
- **Asset Management**
 - Assist the finance department with the maintenance and presentation of the Asset Management plan
 - Works with managers to clarify their needs for each department.
 - Ensure the accuracy of data
 - Gather information and enter into AM software (Citywide)
- **General Finance**
 - Reconcile deposits/cheques for Bank Rec purposes monthly
 - Complete bank Reconciliation and send to Finance Supervisor for review
 - Assist managers with the procurement.
 - Preparation of accessible documents for finance department e.g. Tenders, reports, etc.
 - Maintaining finance department webpages and backup to general website posting.
 - Assist with maintenance of finance software (Pearl, Keystone, etc.)
 - Assist with modernization of financial services (Online Payments, Email Statements, etc.)
- **Health & Safety**
 - a) Work in a safe manner
- **Other**
 - a) Other duties as assigned – cross training to help in the Finance department in case of holidays or leaves of absence.
 - b) Assisting with various projects within the finance department.

3) **Key Relationships to be managed**

As part of the Finance team, this position requires strong interpersonal and communication skills. This work can require daily interaction with managers/staff to ensure all relevant payroll information is entered on time and accurately. This position also requires maintaining a good business relationship with outside agencies such as ADP, OMERS, benefits providers and the union. In addition, this position will be used to help assist others in the Finance department in busy seasons, so cross training will be beneficial with others in the department.

4) **Autonomy**

Reporting to the Finance Supervisor, this position works independently with opportunities for collaboration when issues arise

B – QUALIFICATIONS

1) Formal Education and Training

The minimum requirement post-secondary (College or University) education in business administration, accounting or equivalent with relevant business administration, office and payroll work experience.

Professional designation/certification

- a) AMCTO an asset
- b) Municipal Accounting and Finance program (MAFP), completed or enrolled.
- c) Municipal Tax Administration program (MTAP), completed or enrolled.
- d) Payroll or HR designation

License

- a) Drivers License is an asset

Other systematic formal instruction

- Mid to advanced computer skills, knowledge of related accounting software/spreadsheets
- WHMIS training
- CPR and first aid training

2) Ongoing Personal Development

- Attending all payroll related year-end courses as legislation changes annually
- Keeping up to date on educational webinars with MPAC, ADP. Attend Keystone user group meetings.

3) Interpersonal and Communications Skills

This position is part of the Finance team and requires strong interpersonal skills and effective communication skills when working with fellow staff, managers and vendors in order to ensure all payroll data is entered and processed accurately and on time. This position can also be relied on to back up other Finance positions which can mean dealing with the public when required.

4) Personal Organization and Time Management Skills

Once payroll entries are entered and verified, much of this job entails working independently and so it requires independent, confident thinking, efficient organization, effective time management, a strong work ethic and the ability to take ownership/responsibility for the work.

This position assists others in the Finance department so it is imperative that they organize and prioritize to help meet deadlines for different positions.

5) Work Experience

Two to three years' work experience with relevant post-secondary education OR 3-5 years' experience in a similar position

C – EFFORT & WORKING CONDITIONS

1) Physical Effort and Environment

- Primarily working in an office environment.
- Works at a computer for extended periods
- Works within established policies and procedures
- Expected to travel upstairs.

2) Mental Effort and Environment

- Working in a busy office environment, attention and concentration needs to be made working with staff, managers and outside agencies.
- Handling of confidential and sensitive information.

D – KEY PERFORMANCE MEASURES

- Ensuring all new employee data is entered accurately in all payroll related software/records (i.e. WorkTech, WorkforceNow, Equitable, OMERS, IEBW, external spreadsheets such as Seniority list, vacation allocation etc.)
- Ensuring all payroll changes to existing employees (i.e. raises, dependent info etc) are made accurately and in a timely manner as per above
- Ensuring payroll entries are accurate and related job-costing records are in tact
- Ensuring all staff are paid accurately and on time
- Ensuring T4s are produced accurately and on time
- Ensuring property tax files are prepped and processed and up to date
- Ensuring data is accurate in our Asset Management Software.