JOB DESCRIPTION

November 2015

This job description summarizes the responsibilities, qualifications, effort and working conditions and key performance indicators related to the position for someone to perform at a satisfactory level. This job description is not about the person but rather about the position. Certain individuals may be over or under qualified for this position. Certain individuals may over or under perform in this position.

Job Title: Payroll/Benefits Finance Officer *(Revised January 2021 for 2022)*

Report to Title: Treasurer

POSITION DETAILS

Position status:	Full-time
Department:	Finance
Pay method (Salary or Hourly):	Salary
Group Benefits:	Yes
Normal workweek:	35 hours – HR Policy 3.3 Hours of Work
Overtime:	Preapproval required in keeping with Township Policy 3.04 Flex and Overtime Non-Management.
On Call:	No

Organization Name Values/Vision/Mission Statement

A leader in the development and delivery of municipal services for the growth and well-being of our community.

A – RESPONSIBILITIES (includes accountabilities)

To perform this job satisfactorily, an individual must be able to perform each of the responsibilities listed successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these responsibilities.

1) Scope of Position

- Perform payroll administration work.
- Provide exemplary customer service, troubleshoot and resolve payroll issues.
- Collaborate regularly with CAO and Treasurer.

2) Key Responsibilities

- Prepare payroll for all employees, firefighters, and council members and Beachville Museum.
- Bookkeeping duties and financial reporting for the Beachville Museum.
- Assist human resources with recruitment and selection for all vacancies.
- Assist new hires with completion of payroll documentation.
- Maintain ledgers for sick leave, vacation, and flex time for employees.
- Administration of Township provided benefits.
- Payroll surveys from various organizations and conduct sporadic surveys of local municipalities as requested by CAO.
- Working relationships with all government agencies.
- Update wage By-Law and policy and procedures as requested by CAO.
- Assist in reconciliation of accounts as requested by the Treasurer.
- Prepare financial analysis and statistical information for the Treasurer as requested.
- Supporting role to Hall & Park Boards administration.
- Completion of annual T4's and pension reconciliations.
- Other administrative duties as assigned.

2A Operations and Program Delivery

- Responsible for administration of approved payroll and benefits. Includes updating master in payroll system, job costing, and benefits.
- Responsible for invoicing Township boards for labour services.
- Ensure Human Resource databases are kept up to date.
- Update By-Law yearly regarding approved wages and benefits for employees.
- Adjust and maintain municipality grid and employee position.
- Provide back up for all staff in Finance or at the front information desks, as required.
- Responsible for the accounting services for the Beachville Museum utilizing the accounting software SAGE.

2B Human Resources

- Does not supervise employees.
- Does not indirectly supervise employees.

- Responsible for HR strategies; i.e. work with and suggest improvements to By-Laws, policies and procedures relating directly to employee remuneration and benefits.
- Intake and shortlist all applications, organize interviews, prepare offer letters.
- Maintain and safe keeping of the confidential personnel records.

2C Material Resources

- Payroll and benefits records management

2D Information Resources

- Responsible for the literature of all third-party benefits, such as Pension Plan, Health Benefits, Township grid and related summary of position, grade and step.
- Ensure information is archived as per the Township Records Management Policy
- Ensure confidentiality of work relating to payroll information.

2E Spending, Budgets and Internal Control

- Assist department managers with wage and benefit estimates as required.
- Wages, CPP, EI EHT, WSIB and Sun Life yearly estimates.
- Develop and maintain internal controls related to pay and benefits.

2F Health & Safety

- Everyone at the Township of South-West Oxford has a responsibility to work in a healthy and safe manner and to follow all Township Health and Safety Guidelines (policies and procedures).

2G Other

- Other duties as assigned.

3) Key Relationships

External

- Canada Revenue Agency (CRA).
- Workplace Safety and Insurance Board.
- Banking institutions.
- Insurance companies, benefit agencies.

Internal

- Employees and volunteer firefighters.
- Elected officials.
- Township Boards, Community halls and parks.

Public Relations

- Must act as an ambassador of the Township
- Township ratepayers.
- Outside agencies.
- Attending workshops and conferences - representing the Township.

4) Creativity
- A high degree of initiative.
- With the component of confidentiality there is a lot of independent thinking.

5) Autonomy
- Work independently and with other staff on a daily basis.
- Personal work schedule is flexible for the needs of the municipality.

B – QUALIFICATIONS

The qualifications in this section include the competencies required to satisfactorily perform the responsibilities listed. Candidates may have not possessed the exact qualifications listed but have a reasonable equivalent usually through experience as approved by the CAO.

1) Formal Education and Training

Diploma/degree/certificate
- Business Administration and/or Human Resources Diploma
- Municipal Administration Program (would be an asset)

Professional designation/certification
- Business Administration Certificate
- Human Resources Certificate
- Canadian Payroll Association Certificate

License
- Valid Class G Driver's License

Other systematic formal instruction
- Health & Safety Training
- Canadian Payroll Association seminars and conferences
- AMTCO and Human Resources seminars and conferences
- Working knowledge of the Ontario Municipal Employees Retirement System Act, Employment Standards Act and Income Tax Act.
- Thorough knowledge of accounting concepts and financial reporting with an ability to grasp and develop new concepts and processes.
- Experience in maintaining Tangible Capital Asset records

2) Ongoing Personal Development
- Attendance at seminars, workshops and conferences

3) Work Experience
- 3 years of work experience

4) Decision Making Authority and Judgment Skills

- Ability to schedule own work in order to meet deadlines.
- Schedule own work to meet deadlines.

5) Problem Solving Skills

- Handle fast pace and many interruptions.
- Research and judgment required when preparing work on new projects.

6) Interpersonal and Communications Skills

- Positive Attitude
- Sustains Relationships
- Cooperates with others
- Mature/Good judgment/Trustworthy
- Teamwork
- Develops trust with all stakeholders
- Speaks truthfully
- Listens

7) Leadership skills

- Understand business
- Shows initiative
- Demonstrates integrity and honesty
- Shows flexibility

8) Personal Organization and Time Management Skills

- Ability to multi task
- Independently sets goals, objectives and priorities
- Efficiently manages time and priorities
- Follows through to ensure timely completion of tasks
- Works to ensure thoroughness and accuracy in completion of tasks
- Handle fast pace and many interruptions
- Quick learner

9) Other Required Skills (practiced ability) not already listed above

- Computer equipment and software
- Maximizes full utilization of accounting software
- Reasoning
- Critical thinking
- Analysis
- Customer service
- Planning
- Various other technical

10 Required Knowledge (familiarity gained through experience) not already listed above

- Requires a medium degree of knowledge.

C – EFFORT & WORKING CONDITIONS

1) <u>Physical Effort and Environment</u>

- Low physical effort in a pleasant environment (office).

2) <u>Mental Effort and Environment</u>

- Medium mental attention and concentration required in office environment.
- Ensuring accuracy and meeting deadlines.

D – KEY PERFORMANCE MEASURES

- Process Payrolls for due dates on a bi-weekly and monthly basis.
- Timely submission of employee changes to Group Benefit Provider.
- CRA Remittances by 10th and 25th of month.
- Meeting all year end deadlines for all payroll and HR agencies.
- Reconciliation of payroll accounts on a quarterly basis.

E – SIGN OFF

Job description reviewed by

Employee: _____

Date: _____

Supervisor: _____
Treasurer