**JOB DESCRIPTION**

**Position Title: Payroll Officer**

**Site/Location: 30 Bennett Street, Carleton Place**

**Reports to: Human Resources Admin**

**Role:** The Payroll Officer is primarily responsible for maintaining and processing payroll and maintaining and advancing the payroll and time management systems for all ConnectWell hourly and salaried staff. This role is also responsible for benefits and pension plan administration.

**POSITION REQUIREMENTS**

1. **Education**

* Post-secondary education in business administration or accounting (or equivalent combination of education and experience)
* Current Canadian Payroll Association designation

1. **Professional Experience**

* Thorough knowledge and proficiency in all aspects of payroll processing and administration
* 5+ years of payroll and benefits experience
* Experience administrating an employee benefits and pension plan (preferably HOOPP)
* High proficiency with MS Office, especially Excel
* Experience working in a not-for-profit, community based health or social service agency, an asset
* Experience with Human Resource Information Systems (HRIS)

1. **Key Competencies**

* Ability to prioritize and meet deadlines, high level of organization
* High self-initiative and responsibility for the role, ability to adapt to change
* Attention to detail, ability to prioritize and time management skills
* Excellent interpersonal, oral, written communication and customer relations skills
* Solid decision making, planning and analytic skills
* Positive and cooperative attitude to work within a team setting
* Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion

1. **Work Conditions**

* Interaction with staff, vendors and government
* Extended periods of sitting
* Operation of desktop computer and peripherals
* Occasional overtime
* Working in a busy multi-person office environment
* No vacation between - week after March break and the completion of the audit in May

**POSITION RESPONSIBILITIES**

1. **Payroll & Benefits**

* Responsible for the processes, initiation, maintenance and accuracy of the payroll system and payroll records for all employees.
* Responsible for all aspects of biweekly payroll productions, making adjustments, investigating and resolving payroll issues.
* Maintain payroll and benefits records, prepare and post journal entries.
* Maintain and reconcile payroll general ledger accounts.
* Prepare, reconcile and ensure timely remittance of all mandatory federal and provincial government remittances related to payroll, including WSIB, EHT, CRA Source Deductions and T4s.
* Perform the administration of the pensions (HOOPP and RRSP) including, processing contributions, and filing the Member Data Collection (MDC) report.
* Take responsibility for audit prep and meetings with auditors regarding payroll and benefits accounts.
* Ensures inactive employee payments for LTD premium.
* Prepare and submit the annual Salary Disclosure Report.
* Prepare annual vacation and overtime liability spreadsheet and corresponding journal entries.
* Ensure accurate and timely communication with benefit and pension providers regarding employee changes (e.g., enrollments, terminations, life changes).
* Answer employee inquiries related to benefits and pension.
* Monitor benefits eligibility and ensure compliance with company policy and applicable regulations.
* Complete billing reconciliations for employee benefit vendors.

1. **HRIS A**d**ministration**

* Maintain employee payroll, schedules and time bank records in the HRIS.
* Work with the HRIS vendor on new software changes, testing and implementation, applicable to payroll
* Initiate and lead projects to improve payroll, timebank and timesheet efficiencies.
* Train staff to use the HRIS system and support employees to resolve issues and answer questions.
* Troubleshoot issues and work with HRIS support as required to resolve.
* Monitor accuracy of time card entries and approvals.
* Develops and prepares reports, as required.

1. **General**

* Keep up-to-date on legislation and regulations affecting payroll systems, policies, practices and procedures, compensation, benefits, pensions and the HRIS.
* Ensure compliance with organizational decisions, ConnectWell policies and procedures, payroll legislation, benefit and pension requirements.
* Provide back up for finance staff and HR administrator duties, as required.
* Responds to telephone and written inquires from staff, funders or CRA regarding personnel matters, related to payroll. Act as a resource for employees providing assistance and information and time bank related questions, etc.
* Complete other duties, as required.

1. **Quality Improvement**

* Work with the Human Resources and Finance team to build efficiencies and improve risk management through improved processes, procedure documentation, cross training, etc. Recommend changes to improve internal controls, efficiencies, and workflows.
* Engage in professional development to remain current and efficient on Microsoft 365, Dayforce, payroll and legislation, etc.

**Standard ConnectWell Employee Responsibilities**

As an employee of ConnectWell, this position is responsible for the following:

**Administrative**

* Preserves confidentiality of all client and employee information and seeks to minimize risk while working with data
* Submits records of time worked and time off in a timely manner
* Maintains and develops professional competence, and where applicable, a professional license to practice, through appropriate continuing education methods (e.g. peer interaction, literature review, conferences, courses, staff development leave, etc.)
* Complies and adheres to all applicable ConnectWell policies and procedures

**Organizational Responsibilities**

* Respects and values the diversity of the community and individuals
* Supports the organization’s student placement programs
* Contributes to the organization’s work by participation in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as committees and working groups, strategic planning and accreditation
* Contributes to the organization’s practices of hiring, orienting and training of employees
* Participates actively in team meetings
* Consults with and provides support to team members and other ConnectWell employees regarding professional issues
* Participates in the development of policies and procedures by providing feedback in the organization’s policy development process
* Works in a manner that incorporates health promotion and recognizes the determinants of health
* Participates in tem and individual professional development opportunities

**Occupational Health & Safety**

This position must also work within the scope of all legislative and ConnectWell Health and Safety policies. In this capacity, the employee:

* Works in a manner that promotes a safe, secure environment, and is compliant with the Duties of Workers under the Ontario Occupational Health & Safety Act (Section 28)
* Must read and follow all ConnectWell Occupational Health & Safety policies
* Works safely in consideration of the following job hazards: noise, workplace violence
* Participates in Occupational health & Safety training as required:
* AODA
* WHMIS
* Employee Safety Training
* Other (as required)

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read this job description and understand and accept the responsibilities outlined within. I have also been given a copy of this job description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date