



POSITION DESCRIPTION

POSITION (TITLE):	Payroll & Benefits Analyst	DIVISION:	Administrative Services
REPORTS TO:	Manager of Finance	UNION AFFILIATION:	Non-Union
REVIEWED: Direct Supervisor	Manager of Finance	DATE:	April 11, 2014
APPROVED: MOH/CEO, Director	CEO	DATE:	April 11, 2014
ORIGINAL VERSION DATE:	July 2008	REVISION DATES:	April 11, 2014

POSITION SUMMARY:

Reporting directly to the Manager of Finance, the Payroll and Benefits Analyst also reports to the Manager of Human Resources for Human Resource functions. The position is responsible to perform and assist with payroll and benefits functions including payroll processing, benefits administration, Human Resources Information System administration, and financial analysis.

DUTIES AND RESPONSIBILITIES:

Payroll Administration

- Accurately processes regular and special payrolls;
- Advises Health Unit employees as required on payroll and benefit matters but exercises no direct supervisory responsibility;
- Processes and maintains the electronic timekeeping system;
- Trains and advises directors, managers, and staff on the use of the system to ensure accurate tracking of hours worked and benefit balances;
- Ensures all necessary data is received, calculated, audited and entered in accordance with the collective agreements, policies and regulations;
- Reviews expense claims for completeness and accuracy, follows up with the claimant or manager as required;
- Ensures all criteria of employment are met (eg: Social Insurance Card);
- Processes payroll in accordance with Canada Revenue Agency and Ministry of Finance guidelines, and maintains knowledge of all legislative requirements;
- Communicates with a variety of internal and external parties for the purpose of ensuring accurate processing of payroll deductions/ garnishments;
- Maintains all payroll records and related files;
- Prepares monthly payroll related remittances to appropriate bodies including Canada Revenue Agency, Ministry of Finance, Pension plan, etc.;
- Prepares increment authorization reports and processes approved changes;
- Participates in the development of program plans and implements assigned projects in consultation with the manager and other team members;

- Provides payroll calculations and maintains records as it relates to job evaluation;
- Provides information on compensation issues as requested/required;
- Escalates non-routine situations to the Manager of Finance;
- Other duties as assigned.

Benefits Administration

In consultation with the Manager of Human Resources:

- Processes the Health Unit group benefit plans including, processing all changes, enrolments, and terminations in accordance with Collective Agreements and health unit policies and billing for carrier;
- Processes the Health Unit pension plan including enrolments, waivers, terminations, deaths, and lost service, also reviews statements and submits remittances;
- Prepares and provides benefits orientation to all new staff and responds to employee inquiries as required;
- Maintains vendor contact to investigate discrepancies and provides information in routine situations. Escalates non-routine situations to the Manager of Human Resources;
- Provides vendors appropriate documentation for life, pension, and disability benefits claims;
- Maintains employee benefit files and other record keeping;
- Participates in market surveys to determine market competitiveness;
- Performs special projects and prepares reports as required.

Human Resource Information System Administration

In consultation with the Manager of Human Resources:

- Processes and maintains the electronic payroll/human resource information system, entering data and making changes to the system to ensure accuracy and efficiency;
- Runs prepared reports as requested;
- Develops new reports as required;
- Receives and processes approved Change of Status forms;
- Processes employee change information such as personal data, compensation, name changes, and other employee record maintenance, terminations etc.

Financial and Benefit Analysis

- Researches and provides data and information in relation to financial payroll information, and labour relations matters;
- Provides payroll, compensation and benefit information/input into the budget process upon requests;
- Creates reports and prepares analysis of vacation, sick, medical and compensation;
- Completes analysis of all aspects of payroll and benefits, creating all related reports using software programs, such as Microsoft Office products.

Other

- Reviews research and evidence, and makes recommendations for best practices and continuous quality improvement.

QUALIFICATIONS / REQUIREMENTS:

- Successful completion of a degree or diploma in Business Administration, Accounting or a related field;
- Education/Experience in Human Resources is considered an asset;
- Certified Payroll Manager designation or working toward completion considered an asset;
- Two years' experience in payroll administration in a unionized environment using a computerized system, preferably Ceridian Dayforce;
- Experience in pension administration, preferably OMERS;
- Basic accounting principles required;
- Experience in benefits administration;
- Strong organizational and analytical skills with strong attention to detail;
- Excellent written and verbal communication skills;
- Ability to work with a high degree of tact, diplomacy and professionalism;
- Ability to work independently, multi-task and solve problems under tight deadlines;
- Strong computer skills in Microsoft Office with advanced level in Excel;
- Will be required to perform duties associated with confidential labour relations matters;

OCCUPATIONAL HEALTH AND SAFETY:

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.