

**INTERNAL JOB OPPORTUNITY**

<b>POSITION:</b>	<b>PAYROLL CLERK</b>	<b>JOB POSTING #:</b>	<b>2014-0276</b>
<b>DEPARTMENT:</b>	Finance	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Departmental	<b>JOB CODE:</b>	543062
<b>POSTING STATUS:</b>	Temporary Full-Time	<b>POSITION #:</b>	00002347
<b># OF POSITIONS:</b>	1	<b>GRADE/CLASS:</b>	0.11
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$24.36 to \$28.66 per hour
<b>DEADLINE DATE:</b>	Thursday, December 18, 2014	<b>HOURS PER WEEK:</b>	33.75

**DUTIES:**

Reporting to the Manager of Payroll Services is responsible for processing payroll documentation for input into the payroll system, ensuring all processes are run accurately to completion. Using the Peoplesoft System, the payroll clerk will run all the payroll processes and reports. Ensure that all processes are run accurately to completion Identify the reason for an incomplete or erroneous payroll process. Follow-up directly with Technology Support if necessary. Balancing: Create, process and balance all payrolls on an ongoing basis. Generate all reports for distribution of data. Salary, Hourly, Roseland, Monthly and Transit. Prepare and reconcile payroll for City-owned agencies. Responds frequently to payroll inquiries both on the telephone and at the counter. Will initiate, follow-up all traces and recalls. This includes dealing directly with the banks. Responsible to initiate and follow up correspondence and recovery of all overpayment files. All unresolved issues are passed on to management. Prepare quotes and process OMERS Broken Service and Pregnancy/Parental leave forms for employees. All employees' short-term absences in excess of 15 minutes are reported to OMERS. Long Term Leaves – will track payments (using Excel Spreadsheet) for employees who buy OMERS while on leave. Process year-end T-4 reporting. Backfill for each other while on vacation therefore, must all know each other's duties. Performs Occupational Health and Safety duties as outlined in the Corporate Health & Safety program; will maintain amiable relations with co-workers; performs other duties as assigned.

- QUALIFICATIONS:**
- Must have an Ontario Secondary School Graduation diploma plus two (2) years of post secondary education from a community college or university in the field of accounting, finance, or human resources management or Ontario Ministry of Education equivalencies.
  - Must have over one (1) year experience in payroll processing (working in a complex corporate environment including such items as pension plans, collective agreements, WSIB, multiple pay schedules, computerized payroll system (such as PeopleSoft), various taxable benefits) including experience utilizing the Microsoft Excel Product.
  - Must have demonstrated mathematical, analytical, and communication skills.
  - Must have experience using the Microsoft Office Suite of Products such as Word, Outlook, Excel and be capable of preparing clear, concise statistical reports.
  - Knowledge of legislation affecting payroll will be considered an asset.
  - PeopleSoft HRMS experience would be considered an asset.
  - Enrollment in a course of study leading to a designation in Payroll Management would be considered an asset.
  - Additional Payroll related courses would be considered an asset.
  - Will be required to lift boxes weighing up to 33 lbs.

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- Posting Period:**
- Wednesday, December 17, 2014 at 8:30 AM to Thursday, December 18, 2014 at 4:30 PM
  - **APPLICATIONS WILL ONLY BE ACCEPTED DURING POSTING PERIOD**
- Who May Apply:**
- City of Windsor, Finance Department employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to Najet Bako, Payroll Supervisor, 350 City Hall Square, 1st Floor, or by e-mail to nbako@city.windsor.on.ca.
- Update:**
- By Human Resources on September 10, 2014

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.