

**POSITION: PAYROLL COORDINATOR**

**JOB POSTING #: 2012-0005**

<b>DEPARTMENT:</b>	Finance	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Departmental	<b>JOB CODE:</b>	543070
<b>POSTING STATUS:</b>	Temporary Full-time	<b>POSITION #:</b>	00000095
<b># OF POSITIONS:</b>	1	<b>GRADE/CLASS:</b>	0.12
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$25.25 to \$29.67 per hour
		<b>HOURS PER WEEK:</b>	33.75

### DUTIES:

Reporting to the Manager of Payroll Services will analyze, validate and summarize payroll information that was processed by the Payroll Clerks. Duties include: balance OMERS contributory earnings, deductions, months of service and pension adjustment figures for OTCFT staff and terminating C.FT staff; set up and monitors wage assignments and garnishments according to current legislation and will also check with Legal if required; prepares payroll deduction reports for remittance of source deductions and employer health tax; prepare and input accounts payable vouchers for remittance to Receiver General and Ministry of Finance. Will prepare and record items such as forms, reports, manual and replacement cheques, records of employment, sick leave, year-end reports, etc. Maintains files and records for items such as payroll adjustments, OMERS, etc. Responds to specific payroll inquiries; input and retrieves information from the HRMS system; analyze, summarize, validate, reconcile and maintain all payroll liability accounts (Fund 094). Prepares and records for remittance of Revenue Canada Taxation weekly and Stats Canada report monthly of City employees. Processes and balances retiree monthly payroll; will maintain the payroll web page on Dashboard; provides support to the payroll clerks. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Other related duties as assigned.

### QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus three (3) years post secondary education consisting of two (2) years accounting from a Community College or University plus completion of the first (1<sup>st</sup>) level of the Canadian Payroll Association (CPA) designation or Ontario Ministry of Education equivalencies.
- Must have over three (3) years experience in payroll processing, procedures and concepts including benefit and payroll deductions.
- Must have working knowledge in the Microsoft Office Suite of Products, particularly Excel.
- Must be capable of preparing clear concise statistical reports.
- Must have knowledge of legislation affecting payroll.
- PeopleSoft HRMS experience would be considered an asset.
- A degree or diploma with a major in Finance or Accounting would be considered an asset.

### POSTING SPECIFICS:

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| <b>Posting Period:</b> | <ul style="list-style-type: none"> <li>• <b>Friday, January 20, 2012 at 8:30 AM to Monday, January 23, 2012 at 4:30 PM</b></li> <li>• <b>APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.</b></li> </ul>                                      |
| <b>Who May Apply:</b>  | <ul style="list-style-type: none"> <li>• City of Windsor, Finance Department employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.</li> </ul>                           |
| <b>How To Apply:</b>   | <ul style="list-style-type: none"> <li>• Complete a resume, specifically noting the job posting number, your qualifications and experience as outlined above.</li> </ul>   |
| <b>Apply To:</b>       | <ul style="list-style-type: none"> <li>• In person to Ian Laughland, Manager of Payroll Services, 350 City Hall Square, 1<sup>st</sup> Floor, or by e-mail to <a href="mailto:ilaughland@city.windsor.on.ca">ilaughland@city.windsor.on.ca</a>.</li> </ul> |
| <b>Updated:</b>        | <ul style="list-style-type: none"> <li>• By Human Resources on January 19, 2012</li> </ul>   |