



City of Brandon Job Description			
Job Title:	Payroll Officer		
Division:	City Manager		
Department:	Human Resources	Affiliation:	O-O-S
Reports To:	Director of Human Resources	Status	Permanent
Job Class:	4	Level Cap:	8

PURPOSE OF POSITION

Under the direction of the Director of Human Resources, the Payroll Officer is accountable for providing day-to-day administration and maintaining a full-service payroll system. The incumbent is responsible for providing Human Resource information services on all payroll-related functions such as labour contract interpretations, developing and coordinating delivery of pay-related initiatives that support the City's strategic plan such as, compensation and benefits, reporting, and analyzing employee data and making recommendations to management accordingly.

TYPICAL DUTIES AND RESPONSIBILITIES

- Prepare and maintain accurate reports by compiling summaries of taxes, deductions, leave, disability payments, and non-taxable wages.
- Prepare and distribute accurate payroll records such as but not limited to year-end tax slips and submit government filings to internal and external stakeholders within applicable timelines.
- Identify areas of improvement within the payroll process and lead the enhancement of payroll processes.
- Maintain confidential information by adhering to legal and ethical standards.
- Lead the payroll team which may include delegating, reviewing work, training, and coaching.
- Collaborate with cross-functional stakeholders to ensure the benefits and payroll services are delivered at best practice standards.
- Monitor and analyze expenses against the benefits budget to help prepare cost forecasts and budgets.
- Provide constructive and timely performance evaluations.
- Implement, maintain, and review payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensure accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Interpret diverse collective agreements, employment law, City policies, relevant legislation, and past practices to present or make recommendations on compensation and equity issues.
- Represent the City in the collective bargaining process including negotiations, grievances, and other union pay-related matters.
- Promote harmonious employee relations while guiding and coaching People Leaders on payroll issues.
- Assist stakeholders with payroll-related concerns.
- Administer WCB and LTD and facilitate Early & Safe Return to Work programs.
- Subject matter expert on the City's HRIS/Payroll system, including position management and organizational structure.
- Perform other duties as assigned.

Employee Development

- Educate employees on benefits, retirement planning and other pay-related matters.
- Foster a positive attitude within the team and towards the corporation.

Management & Administration

- Provide leadership for and/or participate in organizational and departmental initiatives, decisions, committees, and policy development as it relates to Payroll.
- Develop and maintain payroll system that meets the organization's information needs and legislative requirements.
- Develop strong positive relationships with stakeholders and provide coaching on Payroll initiatives.
- Guide and empower team members to develop their skills and abilities.
- Supervise, train, and provide performance management for Payroll Administrators.
- Supervise full cycle payroll activities, including year-end reconciliations.
- Facilitate the non-union pay administration program.
- Actively participate in and/or provide support services for special organizational projects related to Payroll.
- Complete government reports and surveys.
- Reconcile general ledger accounts on a biweekly, monthly, and annual basis.
- Prepare monthly benefits reports and remittances.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

POSITION QUALIFICATIONS

SKILLS

- Excellent customer service and communication skills including the ability to articulate concepts, verbally and in writing, in clear, concise, and accurate language.
- Excellent research, analytical and problem-solving skills.
- Ability to meet deadlines while maintaining compliance and regulatory standards.
- Ability to work effectively under pressure or in stressful situations.
- Keen attention to detail and an ability to identify errors in reports.
- Superb ethical integrity when working with confidential and financial information.
- Demonstrated initiative to independently plan, organize, and prioritize workload, taking into consideration conflicting deadlines and multiple unrelated projects.
- Experience in implementing comprehensive Payroll programs in a constantly changing dynamic unionized environment.
- A history of success in securing commitment and support for Payroll initiatives.
- Strong interpersonal skills, able to build relationships with a wide variety of individuals and organizations.
- Demonstrated leadership including establishing focus, providing motivational support, fostering teamwork, and empowering others.

KNOWLEDGE

- Working knowledge of Employment Equity and Human Rights legislation, philosophy and issues.
- Knowledge of legislated payroll requirements.
- Understanding of Payroll management and its link to business strategy.

ABILITIES

- Ability to understand and effectively apply principles and techniques of project management, payroll and compensation, labour relations and investigations.
- Ability to understand and effectively apply the City's employment and personnel policies and procedures.
- Ability to exercise discretion and good judgement in preparing/providing information and regarding sensitive or confidential issues.
- Ability to establish rapport with people, and influence opinions, attitudes, or judgements.
- Ability to coach to solve issues pertaining to employees, section business or to develop skills or abilities.
- Ability to resolve issues in a timely manner.

MANDATORY EDUCATION AND EXPERIENCE

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma
- Post-secondary certification in Payroll, Accounting, Business Administration, Human Resources, or related field.
- Minimum of five (5) years of progressive payroll administration experience in a unionized environment.
- Minimum of three (3) years of managerial or leadership experience.
- Minimum of two (2) years' experience using Dayforce payroll software in a unionized environment.

PREFERRED EDUCATION AND EXPERIENCE

- Certified Payroll Manager (CPM) or PLP designation is preferred.

NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

WORK CONDITIONS**PHYSICAL CONDITIONS**

The duties of the Payroll Officer are carried out primarily at City Hall in an office environment.

- Sits at a desk using keyboard and office equipment (daily)
- Uses hands, arms, shoulders at various counter heights (daily)
- Presents to large and small groups (frequently)
- Stands, walks, climbs, or other movements necessary to attend and demonstrate skills in the work environments of the organization (occasionally)
- May be required to operate a motor vehicle, travel to various City facilities, and work under various environments (occasionally)
- Lift and/or move up to 20lbs (occasionally)

PSYCHOLOGICAL/STRESS CONDITIONS

The Payroll Officer's workload and environment does not generally increase employee emotional or stress levels.

- Interruptions and requests from multiple areas (daily)
- Numerous and changing priorities and continuous demands from multiple areas (daily)
- Participate in group decision making and projects (frequently)
- Short periods of intense concentration while researching projects (frequently)
- Brief periods of time in which an extremely short amount of time is available to complete a project or task (frequently)
- Managing conflict between employee, unions, or the public (occasionally)
- Upset employees/customers on phone or in person (occasionally)

WORK CONDITION

The Payroll Officer works independently and as part of the HR team providing support to a variety of people.

- Self motivated and quality driven to perform independently (daily)
- Wide variety of tasks requiring the ability to manage multiple unrelated projects and make independent decisions (daily)
- Work in a shared and consultative manner with other employees (daily)
- Report to the Director of Human Resources.

NOTE: The conditions described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Department Head: _____

Human Resources: _____

Date: _____