



**COWICHAN VALLEY
REGIONAL DISTRICT**

**JOB DESCRIPTION
September 2020**

Position Category:	Payroll Assistant
Department:	Corporate Services
Division:	Human Resources
Section:	Payroll and Administration
Reference:	Exempt

General Accountability & Purpose of the Job:

Reporting to the Manager, Human Resources, the Payroll Assistant is a first point of contact for CVRD employees and the public and collects and enters the bi-weekly payroll for all employee groups according to strict deadlines. This position provides highly confidential administrative and payroll support of a moderately complex and diversified nature to the Human Resources Division. Judgment and consistency in applying the appropriate legislation, collective agreement provisions or policies is required on a daily basis as is adhering to strict deadlines. The Payroll Assistant also supports the Payroll Coordinator in preparing statutory and benefit provider remittances, general ledger postings and reconciliations including year-end T4's.

Typical Job Duties:

- a. Collects and enters payroll related data, reconciles statutory deductions and ensures compliance with the Collective Agreements and CVRD policies.
- b. Provides information, interpretation and assistance to employees, supervisors and managers on payroll matters and issues related to pay, benefits and leave eligibility.
- c. Maintains electronic payroll system, including entering new hires, salary/wage rates, increases, retroactive payments, garnishments and cost centre data. Updates employee files with changes in position, status, address and banking information, etc. Assists with the administration of the electronic timesheet system.
- d. Assists with the preparation of T4's, T4A's, Record of Employment and other year-end reporting requirements
- e. Works as a member of the Human Resources team to ensure compliance with legislation, the Collective Agreements and CVRD policies.
- f. Liaises with internal and external customers and suppliers: arranges and attends meetings as required.
- g. Performs general receptionist duties delivering effective customer service to employees and the public by providing information and assistance on matters pertaining to division operations, procedures and services.
- h. Provides general administrative support for the division including: typing correspondence and memorandums, printing incoming resumes, coordinating meetings, processing mail, scheduling appointments, generating payroll related reports, maintaining employee payroll and timesheet files and working on special projects as assigned.
- i. Any other relevant duties or tasks as required.

Organizational Relationship:

The Payroll Assistant reports to Manager, Human Resources. Direction on payroll matters may be given by the Payroll Coordinator.

Qualifications:Education/Training

Minimum of secondary school graduation with completion of a Diploma in Business Administration or the equivalent combination of education, training and experience

Experience

A minimum of two (2) years of related, practical payroll experience in an administrative, business or local government environment

Experience in a multi-union local government or human resources setting is preferred

Occupational Certification

Working towards Payroll Compliance Practitioner (PCP) designation

Certified Payroll Manager Certification would be an asset

Chartered Professional in Human Resources (CPHR) designation would be an asset

Knowledge

Sound knowledge of the methods, principles and practices governing employee remuneration, benefits and entitlements as related to the preparation of payrolls

Knowledge of HRIS and payroll systems

Understanding of the purpose of a collective agreement, general understanding of the language which the Regional District and unions have negotiated

Knowledge of basic human resources principles including legislation, regulations, policies, employment standards, and collective agreement provisions

Knowledge of modern office methods and data processing operations as related to payroll functions

Thorough knowledge of English grammar, spelling, punctuation and arithmetic

Knowledge of CVRD policies and practices and any related regulations is considered an asset

Skills & Abilities

Ability to make complex mathematical calculations with speed and accuracy

Ability to consistently exercise a high degree of accuracy and attention to detail

Ability to understand, interpret and apply laws, regulations, legislation, collective agreements and payroll procedures

Ability to troubleshoot and effective use of analytical skills to present solutions to problems

Ability to maintain strict confidentiality and build trust

Ability to establish and maintain courteous, tactful, diplomatic working relationships with other employees, general public and Regional Board members

Exceptional professional communication (verbal and written), interpersonal and customer service skills

Ability to participate as an engaged member of a team and to work independently

Ability to organize and manage multiple ongoing tasks, determine priorities and organize work loads to meet specific deadlines

Desire to continually learn, improve processes, improve skills and grow within the field of Payroll

Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat Pro