

THE TOWN OF PARRY SOUND  
POSITION DESCRIPTION –June 14, 2019

POSITION TITLE:

Payroll and Internal Customer Care Clerk

REPORTING RELATIONSHIP:

Reports to and works under the direction of the Manager of Accounting.

PURPOSE OF THE POSITION:

To perform a variety of payroll, bookkeeping, clerical, and administrative services in support of the day to day finance operations of the Corporation and its services to the public.

SCOPE OF THE POSITION:

Works in accordance with good bookkeeping, finance, payroll, customer service and clerical practices, and within systems and procedures that are established for the Corporation's administrative operations.

RESPONSIBILITIES:

- Inputs and processes payroll biweekly ensuring that remuneration and deductions comply with legislation (ie. ESA, CPP, EI, WSIB, OMERS, etc.), Town policy and Collective Agreement provisions; edits various payroll source documents prior to computer input to ensure accuracy and completeness; prepares and enters payroll adjustments including retroactive payments, time bank adjustments, vacation pay etc., ensuring that proper authorization is provided; prepares pay slips for distribution; calculates and remits garnishments, union dues, OMERS, Canada Savings bonds, and RRSP deductions;
- Prepares T4s, T4As including adjustments, tax exemptions, non-taxable benefits and WSIB; reconciles remittances for CRA and Employer health tax;
- Prepares monthly and annual payroll/benefits reports, reconciliations and summaries; submits to OMERS, E.I., Statistics Canada, Great West Life and/or other agencies as required;
- Processes final payouts and issues record of employment;
- Generates and updates employee personnel files, including ensuring payroll related documentation from employees is completed (i.e. TD1, Great West Life, OMERS etc.);

- Responds to enquiries from and/or liaises with individual employees, HR, other departments/levels of government, agencies, bank etc. with respect to payroll matters, including form completion and filing of WSIB claim forms as a Type 2 Employer;
- Maintains records for the employee recognition program and makes arrangements for awards; posts annual vacation schedules; files payroll related documents;
- Makes daily bank deposits;
- Undertakes bank reconciliations;
- Prepares and sends outgoing mail;
- Assists with records management function;
- Performs as back-up personnel for the Accounts Payable function;
- Performs as alternate back-up personnel to the Receptionist/Cashier for receptionist and cashier functions
- Coordinates staff functions as directed; including responsibility for logistics, catering.
- Performs such other related duties within the general parameters of this job description, as may reasonably be requested by the Manager of Accounting which may be amended from time to time.

#### EDUCATION, KNOWLEDGE & SKILL:

- Completion of at least one year post secondary training in bookkeeping or accounting; and equivalent of one year of courses to achieve Payroll Compliance Practitioner (PCP) certification.
- Good organizational skills, initiative and ability to perform tasks without close supervision.
- High level clerical skills; good knowledge of office practice.
- Good knowledge of accounting, word processing and computer applications.
- Basic knowledge of the legislation, policies and programs that affect municipal government and payroll compliance.
- Excellent interpersonal skills, including an appreciation of the need for tact, confidentiality, and a positive, cheerful and informed approach with the public.

- Must be bondable.

#### EXPERIENCE:

Over one year of experience, (but not more than three) is necessary for the incumbent to practice and become familiar with all aspects of the job, including those which happen only once annually (such as year-end processes), or infrequently.

#### IMPACT OF ERRORS:

Errors could result in confusion, duplication of effort, financial loss to the Corporation, and misinformation being given to the Manager of Accounting.

#### WORKING RELATIONSHIPS:

1. With the Manager of Accounting

Receives direction, guidance and encouragement; discusses plans and priorities.

2. With Other Staff.

Provides clerical/administrative/bookkeeping services in a spirit of co-operation and teamwork.

3. With External Contacts.

Provides factual information directly and by telephone in a cheerful and positive manner.

#### PHYSICAL DEMANDS:

Most work involves sitting comfortably at a desk with ability to move about at will. Keyboarding assessed at over 50% of the time.

#### SENSORY DEMANDS:

Frequent interruptions with frequent periods of concentration of about one hour.

#### WORKING CONDITIONS:

Usual public office conditions; work is in full view of the public with frequent public contact and is subject to deadlines and interruptions.

CONTROL:

Generally supervised, including direct supervision on non-routine or special assignments, by the Manager of Accounting.