



2004 June

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Payroll Analyst
<b>JOB BAND</b>	E pending review
<b>DEPARTMENT</b>	Organizational Support Services, Payroll Services
<b>SUPERVISOR</b>	Manager, Organizational Support Services (Business Services)

### **POSITION SUMMARY**

The Payroll Analyst provides organizational support by completing accounting-related functions within the payroll department to ensure compliance with legislation, Board policies and procedures, and timelines including reconciling accounts, submitting remittances, providing monthly and year-end reports, assisting with budget development and preparing payroll for trustees and retirees of the Board.

### **DUTIES AND RESPONSIBILITIES**

- Reconcile asset and liability accounts and correct entries.
- Calculate and remit statutory deductions, benefit premiums, and pension contributions.
- Perform control function for department by reviewing, verifying and approving journal entries.
- Monitor and confirm deductions for mandatory payments and garnishments.
- Prepare month-end and year-end reports and reconciliations.
- Assist auditors and finance personnel as required.
- Assist with salary and benefit budget development and periodic projections.
- Review, analyze and resolve anomalies and inaccuracies related to all salary accounts, benefit expenditures and payroll liabilities.
- Coordinate account and location code corrections.
- Process the monthly payroll for Trustees and Retirees.
- Respond to inquiries from employees and external agencies and take required action.
- Work with the payroll team to ensure compliance with all relevant Board procedures and policies, legislation and timelines.
- Calculate and prepare invoices for external agencies in accordance with collective agreement provisions, Board and Insurance company contracts, secondments and release time approvals.

### **EDUCATION**

Completion of OSSD or equivalent combined with Payroll Compliance Practitioner (PCP) certification.

### **EXPERIENCE**

Two years of related work experience is required.