



## JOB DESCRIPTION

<b>JOB TITLE</b>	Payroll Control Assistant
<b>JOB BAND</b>	E pending review
<b>DEPARTMENT</b>	Organizational Support Services, Payroll Services
<b>SUPERVISOR</b>	Supervisor, Payroll Services

### POSITION SUMMARY

The Payroll Control Assistant provides organizational support by preparing, processing and generating accurate payrolls and related reconciliations, responding to inquiries from employees and external agencies and completing payroll functions related to pension administration, sick leave, and the Workplace, Safety and Insurance Board (WSIB).

### DUTIES AND RESPONSIBILITIES

- Process payrolls from initial stage to completion for unionized and non-unionized employee groups.
- Review and verify authorization documents related to payroll changes and deductions.
- Calculate deductions and reconcile payroll accounts.
- Work with the payroll team to ensure compliance with all relevant Board procedures and policies, legislation and timelines.
- Audit payrolls generated by colleagues to ensure accuracy.
- Respond to inquiries from employees regarding compensation and deductions.
- Prepare Record of Employment Forms.
- Assist auditors and finance personnel as required.
- Investigate payroll anomalies and inaccuracies and make adjustments or refer to supervisory staff.
- Administer payroll functions related to pensions, sick leave and WSIB.
- Prepare correspondence regarding advances, adjustments, retroactive payments, family support deductions or garnishees.
- Liaise with human resources staff.
- Maintain files and records.
- Provide back-up support for absent payroll staff.

### EDUCATION

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

### EXPERIENCE

One year of related work experience is required.