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| Class No.:     |                                                                                                          |
| Original Date: |                                                                                                          |
| Revision Date: | Derived from the<br>Team Lead –<br>Payroll<br>February 2006<br>Minor revision July<br>2016<br>July, 2019 |
| Pay Group:     | 22                                                                                                       |

## **CLASS SPECIFICATION**

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### **PAYROLL SPECIALIST**

#### **NATURE AND SCOPE OF WORK**

The incumbent is responsible for the accurate preparation of the computerized employee payrolls, for performing accounting analysis and reconciliations, for investigating and resolving discrepancies, and for providing high quality customer service to University employees on both payroll and pension matters. The incumbent reports to the Manager, Payroll Services and completes job responsibilities in accordance with the relevant legislation, regulations, employment standards and University Board policy.

#### **ILLUSTRATIVE EXAMPLES OF DUTIES**

- Processes all pertinent payroll information for all University employees accurately and within strict deadlines.
- Generates reports and processes salary adjustments such as scheduled increases, vacation pay, overtime, sick leave, temporary assignments, increments, stipends, shift differential, leave of absences, and collective agreement settlements and generates the appropriate pay transaction.
- Prepares and reconciles various remittances and reports in order to meet CRA, WSBC, Service Canada, and Statistics Canada requirements, and makes remittance payments.
- Prepares monthly reports to various government, union, and financial agencies. Assists in the preparation of annual and ad hoc reports within specific timelines, including reports for BC Pension Corporation, United Way, Foundation, MoveUP, CFA and the University's year-end financial statements and budget requirements.
- Prepares journal entries to record all salary payments and deductions per payroll records and reconciles to G/L.

- Investigates and resolves issues and discrepancies within the scope of this class specification.
- Reconciles the month-end and year-end payroll registers against year-to-date and accounting records.
- Produces year-end documentation including T4s and T4As and the University BC Pension report.
- Receives faculty workloads prepared by the Administrative Analysts, and reviews for compliance with payroll regulations and the collective agreement.
- Generates regular salary payments by inputting employee information, cost centers, adjustments to pay, and adjustments to benefits due to start of contracts, start of leaves, return from leaves, and contract terminations.
- Generates labour costing entries using the University's in-house payroll/costing system and deals with the adjustments required as a result of using a standard (section) costing model.
- Performs calculations and analysis for salary overpayments, retroactive salary payments, job evaluation reclassifications, supplementary EI benefits, and contract adjustments.
- Responds to enquiries and is a source of information for University employees regarding payroll and pension matters.
- Maintains contact with a number of agencies including CCRA, Service Canada and the BC Pension Corporation, in order to obtain information, maintain currency with information and comply with regulations.
- Processes pension adjustments and generates the appropriate documentation, reports, and payroll deductions.
- Verifies accuracy of payroll output and forwards payroll deposit advices and cheques for distribution.
- Maintains a manual register as required within proper accounting procedures and integrates information with computerized payroll system.
- Maintains accuracy of data in University payroll and HRIS systems.
- Issues Records of Employment forms in a timely manner to comply with Service Canada regulations.
- Completes detailed government forms for employees regarding Employment Insurance, WSBC, and Pension Corporation.
- Documents existing departmental procedures and monitors and maintains office records, files and databases.

- Composes correspondence of a routine nature.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S., Earthquake)
- Performs duties related to the qualifications and requirements of the position.

## **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- Extensive knowledge of collective agreements as they relate to payroll matters.
- Thorough knowledge of current payroll practices in a multi-union environment.
- Thorough knowledge of legislation, rules and regulations affecting employee payroll including taxation, employment standards, Workers' Compensation, Employment Insurance, garnishments and benefits, and the ability to maintain currency with the above.
- Thorough knowledge of database and spreadsheet applications.
- Thorough knowledge of computerized payroll and accounting systems and related applications, and the interaction between the systems.
- Considerable knowledge of accounting functions, procedures and cycles as they relate to payroll.
- Considerable knowledge of office methods and procedures.
- Ability to independently investigate and resolve issues and discrepancies within the scope of this class specification.
- Ability to work well under pressure, and to plan, prioritize, organize and implement work schedules to meet strict deadlines and work with minimal supervision.
- Ability to establish and maintain effective, positive and courteous working relationships with and provide customer service to co-workers, administration, faculty and staff employees, students, external agencies and members of the general public.
- Ability to understand and follow complex oral and written instructions, and communicate information effectively, both orally and in writing.
- Ability to handle large volumes of work in a busy office environment with constant interruption.
- Ability to make arithmetical calculations with speed and accuracy, to enter data with speed and accuracy, to maintain sustained attention to detail, and to take responsibility for completion and follow through of all tasks.

- Ability to maintain confidentiality and to use judgement and discretion in handling of a large volume of confidential information.
- Skill in keyboarding at 40 wpm.
- Skill in alphanumeric 10-key data entry at 150 keystrokes per minute.

#### **REQUIRED TRAINING AND EXPERIENCE**

- The equivalent of 2 years of post-secondary courses in Accounting/Finance including payroll courses such as those required for the Payroll Compliance Practitioner (PCP) certification.
- Three years of directly related job experience.

#### **REQUIRED CERTIFICATES, LICENCES AND REGISTRATIONS**

- None