

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT
(FINANCIAL SERVICES, TAXATION & CORPORATE CONTROLLER DIVISION – PAYROLL SECTION –
LOCATION – 120 KING ST W., 9th FLOOR)

PAYROLL ANALYST

SUMMARY OF DUTIES

Reporting to the Supervisor of Payroll, updates and maintains all tables that drive the payroll system such as earnings, deductions, T4, T4A and ROE tables in accordance with taxing legislation and/or changes in collective agreements. Reviews and processes all severance and grievance settlements, LTD benefit payments and WSIB top up payments. Audits employee T4/T4A records, corrects as required and submits T4/T4A files to CRA. Processes mass retroactive payments for contract settlements. Calculates and processes all taxable benefits.

GENERAL DUTIES

Researches tax legislation to determine most appropriate and effective business application required.

Interprets relevant provincial and federal legislation, collective agreements, and corporate policies and procedures that influence the administration of the payroll function.

Updates and maintains all the tables that drive the payroll system including but not limited to earnings, deductions, rate codes, department, tab tables, T4, T4A, ad ROE tables.

Reviews and schedules weekly and monthly audit reports, investigates the origin of errors.

Ensures the accuracy of employee T4/T4A records by correcting the employee record and ensuring that the transactions are properly posted to the General Ledger.

Controls and monitors the timelines for the year end payroll updates for employee records and T4/T4A production. Schedules and initiates auditing, balancing, loading, and printing of T4/T4As.

Creates original and amended T4 and T4A files and submits to Canada Revenue Agency (CRA).

Reviews and reconciles the yearend tax summaries and forwards to CRA.

Coordinates the collection and evaluates validity of employee provided information, calculates, and maintains employee taxable benefits such as automobile taxable benefit or employer paid parking and adjusts the employees' T4 accordingly.

Reviews and implements terms of severance agreements and grievances and determines taxing implications. Inputs changes to employee record to reflect such and monitors payments throughout the term of the agreement.

Designs spreadsheet models to calculate retroactive payments resulting from the collective bargaining process under defined timelines. Uploads payments using component interface and completes the corresponding reconciliation.

Completes the annual Pensionable and Insurable Earnings Review (PIER Report) for the audit of CPP and EI deductions required by the CRA.

Analyzes and reconciles general ledger accounts for LTD and WSIB on a monthly basis.

Calculates and processes LTD and WSIB bridging payments, including the clearing of advances upon claim approval.

Manages the LTD benefit payroll which includes the processing of benefit payment, recoveries for CPP offsets and bridging payments, and filing claims for CPP refund through the CRA.

Calculates, reports, and reconciles WSIB benefit and top-up payments in compliance with applicable collective agreements, including WSIB and tax legislation.

Prepares and submits documentation for publication in compliance with provincial "Sunshine" salary disclosure legislation for employees earnings greater than \$100,000.

Reviews collective agreements and applies for the Corporation's Employment Insurance Premium Reduction Program with Service Canada based on contents of agreements.

Liaises with employees, departmental clients, elected officials, legal community, Ministry and Federal Government officials.

Assist Business Application Analyst in implementation testing when required.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated knowledge of payroll administration and principles at an intermediate level normal acquired through University Degree in Commerce or Business Administration or extensive work experience in payroll administration.
2. Payroll Compliance Practitioner certification would be considered an asset.
3. Demonstrated knowledge of legislation related to payroll administration including but not limited to Canada Revenue Agency, Employment Standards Act, Employment Insurance Act, Canada Pension Plan Act, Wages Act, Workplace Safety and Insurance Act, and the ability to research information as required.
4. Previous experience at an intermediate level working in a computerized HR system. Experience in the PeopleSoft HR & Payroll application is considered an asset.
5. Advanced knowledge in Excel including functions used to compare, analyze, and manipulate data within spreadsheets, such as, but not limited to vlookups and pivot tables. Proficient MS Word skills including ability to mail merge from Excel.
6. Excellent interpersonal and communication skills with the ability to convey complex payroll issues, such as taxable benefits and withholding taxes on settlements, depending on the targeted audience, in both written and verbal format. A high degree of sensitivity and confidentiality is required.
7. Must have a developed aptitude for mathematics and the ability to work under pressure with speed and accuracy.
8. Experience in business accounting, such as reconciling balance sheet accounts.
