

**CITY OF HAMILTON**

**LAST REVISION – OCTOBER 2018**

**CORPORATE SERVICES DEPARTMENT**

**(FINANCIAL SERVICES – PAYROLL & PENSIONS – LOCATION – 120 KING ST W, 9<sup>TH</sup> FLOOR)**

**PAYROLL DATA REVIEW OFFICER – CUPE 5167**

**SUMMARY OF DUTIES**

Reporting to the Payroll Supervisor performs payroll and accounting duties associated with the preparation and reconciliation of salary and wage payrolls. Processes jobs to run the payrolls, performs various audits to ensure its accuracy. Investigates payroll errors and take appropriate actions to correct. Transmits files to the banks. Reconciles and clears suspense and balance sheet accounts monthly.

**GENERAL DUTIES**

Control the timing and processing of all payroll data including the clearing of errors and running of payroll jobs.

Investigate payroll errors and determine the appropriate action required and where applicable, correct or direct other staff to correct.

Review and/or run payroll interfaces (i.e Kronos, Hansen, Trapeze).

Prepare and upload excel files into the payroll system through Component Interface.

Run appropriate jobs and audit to calculate and confirm the weekly payroll.

Create and verify the payroll deposit files to be transmitted to the Bank via internet transmission.

Create and transmit pay advices and timesheets to third party for printing.

Print weekly payroll cheques and payroll reports.

Analyze and clear payroll suspense account to appropriate cost centers.

Analyze and reconcile general ledger accounts to payroll system.

Create monthly and year end wage and salary accruals.

Answer inquiries in person, by telephone, or email from employees or departmental contacts.

Liaise with financial institutions and other government agencies.

Maintain records such as confidential payroll and employee records.

Administer the Employee Computer Loan program including determination of eligibility, loan payment amounts, and reconciliation of outstanding loan balances.

Assist the Payroll Clerks in periods of high volume.

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

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

### **QUALIFICATIONS**

1. Demonstrated knowledge of payroll and accounting procedures and principles at an intermediate level normally acquired through completion of a Business/Accounting Program or an equivalent combination of education and relevant work experience. A Payroll Compliance Practitioner certification would be considered an asset.
2. Must have previous experience at an intermediate level in payroll processing within a computerized payroll system. Experience in the PeopleSoft HR application is considered an asset.
3. Demonstrated experience in business accounting such as reconciling balance sheet accounts; reconciling and clearing suspense accounts, year end accruals and a developed aptitude for mathematics.
4. Must be able to create spreadsheets in MS Excel and analyze and manipulate data within spreadsheets.
5. Experience in a computerized environment. Proficient working knowledge of Microsoft software including but not limited to Windows, Outlook, Word, and Excel.
6. Demonstrated ability to effectively communicate both in writing and verbally with staff and external contacts.
7. Demonstrated ability to work under pressure within tight deadlines with speed and accuracy.
8. A high degree of sensitivity and confidentiality required.
9. Understanding of the City's collective agreements and the legislation associated with payroll such as ESA, CRA, Service Canada, and the ability to research information as required.