

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT
(FINANCIAL SERVICES, TAXATION & CORPORATE CONTROLLER DIVISION - PAYROLL & PENSIONS -
LOCATION – LISTER BLOCK, 28 JAMES ST. N. 4th FLOOR)

PENSIONS CLERK - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Pension Analyst. Respond to pension inquiries; maintain pension files; perform clerical duties associated with the operation of the Pensions Section.

GENERAL DUTIES

Receive and answer confidential inquiries from staff, public, other departments, elected officials, financial institutions and government agencies.

Calculate, analyze and adjust employee pensionable service for broken service such as Maternity Leave, Authorized Leave etc.

Process e-Transfers received from employees in PeopleSoft for purchase of broken service and remit related contributions to OMERS.

Maintain a confidential office filing system such as correspondence, reports and confidential pension files.

Review staff movement report for employee status changes and take appropriate action as necessary.

Process OMERS enrolments and terminations.

Verify pension contributions; make adjustments by recovering or refunding contributions as required.

Complete forms; compose correspondence; compile mass mailings via mail merge; compile statistics.

Prepare the annual Other Than Continuous Full Time (OTCFT) optional enrolment offer to eligible employees.

Input, manipulate and retrieve pension data.

Calculate, verify and adjust records such as OMERS records.

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

QUALIFICATIONS

1. Previous experience in a pension environment or demonstrated knowledge of internal pension functions, normally acquired by obtaining a post-secondary diploma with courses in accounting, payroll, pensions or human resources or through a combination of education and related work experience.
2. Must have a good working knowledge of Word and Excel. Must be able to use Excel at an intermediate level with the ability to use various functions and formulas to manipulate data within spreadsheets and to bring in data from other spreadsheets.
3. Must be able to communicate both written and verbal to a range of audiences. A high degree of sensitivity and confidentiality is required.

4. Must possess a developed understanding of business accounting concepts and have an aptitude in mathematics.
5. Demonstrated ability to accurately input, retrieve, and manipulate data within spreadsheets and be detail oriented.
6. Must be able to work under pressure within tight deadlines with speed and accuracy.
7. Demonstrated good customer service skills with the ability to communicate effectively and courteously with internal and external clients.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
