

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT
(TREASURY SERVICES DIVISION - FINANCIAL SERVICES - LOCATION - 120 KING ST. W., 9th FLOOR)

PAYROLL CLERK - CUPE 5167

SUMMARY OF DUTIES

Reports to Manager, Payroll and Pensions, performs a variety of accounting and clerical duties associated with the preparation and reconciliation of wage and salary payrolls and employee benefits.

GENERAL DUTIES

Processes payroll documents received from Human Resources or Departments and determines the necessary adjustments to gross pay.

Calculates vacation pay, retroactive pay, sick leave, retiring allowance, in lieu of notice pay and inputs adjustments into payroll system.

Adjusts tax on final payments based on tax waivers received from Canada Revenue Agency (CRA).

Calculates, prepares correspondence, collects and adjusts employee records for overpayments.

Calculates, prepares and processes jobs to produce manual cheques for underpayments.

This point is a duplicate of one above

Updates employee deductions as required.

Prepares cheque requisitions for all payroll deductions and remits on a timely basis (ie. taxes, bonds, charities, garnishments, union dues, etc.).

Prepares Records of Employment documents including running jobs and printing of documents.

Answers inquiries in person and by telephone from employees, departments including outside agencies such as CRA and Human Resources Skills & Development Canada.

Prepares monthly account reconciliations for liability and clearing accounts.

Calculates, deducts and maintains garnishment records.

Recalls/cancels direct deposits as required and reissues rejected direct deposits from bank.

Adjusts employee's gross pay for attendance docking exceptions.

Prepares journals to fund sick leave payments from reserve accounts.

Prepares adjustments to employee records for the preparation of annual T4/T4A's.

Completes the annual PIER Review (audit of CPP/EI deductions) required by CRA.

Works 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.

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

QUALIFICATIONS

1. Previous experience in a payroll environment or demonstrated knowledge of internal payroll functions.
2. Demonstrated knowledge of business accounting concepts and a developed aptitude in mathematics.
3. Experience in a computerized environment. Working knowledge of Word and an intermediate level of knowledge in Excel.
4. Previous satisfactory experience in a computerized payroll system or payroll certification would be considered an asset.
5. Demonstrated ability to communicate, both written and verbal.
6. Demonstrated ability to work under pressure within tight deadlines with speed and accuracy.
7. A high degree of sensitivity and confidentiality is required.