



## **Staff Report HR2023-009**

**Title of Report:** HR2023-009 – Payroll & AP Administrator  
**Department:** Human Resources  
**Council Date:** June 7, 2023

### **Recommendation:**

**Be it resolved that** Council receive Staff Report HR2023-009 for information; and  
**That** Council approve the updates to the Payroll and Accounts Payable job description; and  
**That** Council approve the update Payroll and Accounts Payable Administrator position to be placed into pay band 11 of the Southgate Employee Pay Grid.

### **Background:**

The Payroll and Accounts Payable (AP) position is currently vacant. Staff have taken this opportunity to review the position and recommend some changes.

### **Staff Comments:**

When reviewing the job description staff recommend adding some higher-level responsibilities to this role including benefits administration and remittances to government agencies, OMERS, etc. These tasks and responsibilities are currently with the HR Manager/Asst to CAO for benefit related administration and Deputy Treasurer & Asset Manager for the remittances. Both of these positions are struggling with capacity and this would allow them to focus on other aspects of their roles that require attention. The ordering of office supplies has also been removed from this position to the Clerks department. An updated job description is included as Attachment #1.

Since the level of responsibility increases with these additions, the pay grid has been reviewed and found that this would mean a move in the pay grid system from Pay Band 12 to Pay Band 11.

### **Financial Implications:**

There is no financial impact for 2023 due to the gap in the position for approximately 5 weeks while we recruit (recovery from gap: \$6,540, cost of increasing from Pay Band 12 to Pay Band 11: \$4,714).

Financial Impact for future years: Approximately \$7,453/year (including benefits), however it will be reviewed if we should be covering some of this cost with user fees since this position processes payroll and accounts payable for user-fee departments such as water, wastewater and building.

### **Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information.

**Concluding Comments:**

Staff recommend Council approve the updated job description and movement in the Southgate Employee Pay Grid.

Respectfully Submitted,

**Human Resources:** Original Signed By

Kayla Best, HR Manager / Assistant to the CAO

**CAO Approval:** Original Signed By

Dina Lundy, CAO

**Attachments:**

Attachment #1: Payroll & Accounts Payable Administrator