

**Township of Southgate
JOB DESCRIPTION**

Date of Update: June 7, 2023	Payroll and Accounts Payable Administrator
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Section A: Position Description

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Payroll & Accounts Payable Administrator	Supervisor's Job Title: Asset Manager/Deputy Treasurer Treasurer
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Administration Office	Department / Division: Finance
Employment Status: Permanent Full Time Salaried	Pay Band: 11

2) Scope of Position (A maximum of three sentences.)

The **Payroll & Accounts Payable Administrator** is responsible for processing the full cycle payroll including receiving and entering timesheets, payment to staff, **administration of benefits**, vacation, banked time and **remittances to the government and other entities**.

This role is also responsible for processing vendor invoices and distributing payments as an Accounts Payable function.

Assist with the day-to-day operations of the Finance Department; Provide back-up, as necessary, for Administrative Finance positions.

Key Responsibilities	Tasks	Percent of Time
Accounts Payable	<ul style="list-style-type: none"> - Receive and process vendor invoices for all departments. Produce accounts payable listings and distribute cheques. Ensure general filing of vendor invoices. - Produce Monthly Cheque Registers. - Maintain and distribute account listings for department heads to code invoices. - Reconciles monthly credit card statements - Performs petty cash disbursements and monthly reconciliations. 	40%
Payroll	<ul style="list-style-type: none"> - Ensure accurate and timely processing of payroll for: <ul style="list-style-type: none"> - Employees (bi-weekly); - Council (monthly); - Volunteer Firefighters (quarterly); - Committee Members (annually). - Prepare and send files for direct deposit. - Produce and distribute pay stubs, including maintaining the electronic pay stub database. - Balance and post payroll entries to the General Ledger. - Reconcile and analyze discrepancies while ensuring the timely payment of employer benefits and government deductions. - Maintain records vacation, sick time, and banked time. Provide to department heads monthly. - Administration of benefit and pension programs and reporting including monthly EHT, WSIB, and OMERS. - Prepare and file semi-monthly CRA payroll remittances/report. - Prepare and file annual payroll reporting (OMERS, T4s, WSIB, EHT, etc.). - Maintain payroll data in payroll system such as employee information, wages, recurring timecards, benefits calculations, garnishments and other deductions. 	40%

Benefits Administration	<ul style="list-style-type: none"> - Maintain employee information within benefit program and OMERS including additions, changes and terminations. - Benefit administration including calculating benefit amounts and updating in payroll system and benefit program systems. - Year-end balancing and reporting for OMERS and deductions; - Assist with WSIB claims administration. 	10%
Other	<ul style="list-style-type: none"> - Shares in the responsibility for front counter / reception duties as a backup. - Take the bank deposit to the bank (as needed) - Assist in preparing for the annual audit and participate as needed. - Represent the Municipality when performing day-to-day duties (i.e. contact with public). - Performs all other duties as assigned by Supervisor. 	10%

Section B: Skills

1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input type="checkbox"/> High School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Community College <input type="checkbox"/> University Degree <input checked="" type="checkbox"/> Individual Courses	2 year Community College Diploma in Payroll or related field or equivalent work experience of 5 years. Courses in payroll processing or Human Resources would be an asset.
<p>License or Professional Designation Not required. Completion of, or working towards, Payroll Compliance Practitioner designation through Canadian Payroll Association an asset.</p> <p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses / seminars? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Discuss: Must keep up to date on Federal and Provincial Legislative changes with regard to pay, payroll.</p>	

2) Required on the Job Training

Specific Internal Training Keystone User Group Meetings/Training Courses. Easypay, Payroll, OMERS etc.	Months to Complete Twice annually As required/offered
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3) Work Experience

Experience <ul style="list-style-type: none"> • Computer experience • Accounting experience • Payroll experience 	Minimum Years Required 5 years 2 years 3 years
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4) Other Key Skills:

<ul style="list-style-type: none"> • Good organizational skills • Good communication and interpersonal skills • Good computer and software application skills • Excellent mathematical skills

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Continuously		
Co-workers (other dept.)	Frequently		
Supervisor (my dept.)	Continuously		
Supervisor (other dept.)	Frequently		
Dept. Head (my dept.)	Continuously		
Dept. Head (other dept.)	Frequently		
CAO	Frequently		
Council (your own)	Occasionally		

External Contacts	Frequency	Purpose	Method
Ratepayers	Occasionally		
General Public (Not residents)	Occasionally		
Children/Students	Seldom		
Seniors	Seldom		
Staff in other municipalities	Occasionally		
Business representatives	Occasionally		
Consultants, Engineers, Planners, etc.	Seldom		
Auditors	Annually		
Suppliers	Continuously		
Solicitors	Seldom		
Funding Organizations	Seldom		
Government Officials	Seldom		
Boards	Seldom		
Council (other municipalities)	Seldom		
Media	Seldom		
Ratepayers Groups	Seldom		
Software Support Tech.	Seldom		
Interpersonal skills: Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests			

6) Decision Making

Must use judgment and tact in dealing with complex problems relating to the day-to-day operations of the Finance department.

Must be empathetic, yet proactive when dealing with the public.

7) Problem Solving Responsibilities

Ability to analyze and evaluate operations, and develop and implement corrective action to resolve problems. Complex issues are escalated to the appropriate individual(s)

8) Equipment & Technology Utilized

Operating systems, Accounting software, Payroll software, Microsoft products.

Section C: Responsibility

1) Program Delivery

Supports the delivery of administration and financial programs.

2) Impact and Accountabilities

Must maintain confidentiality where residents/ratepayers are concerned.
Must maintain confidentiality regarding payroll services.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
None.	
Indirect Subordinates – Job Titles	Number of Staff
None.	
Provides training/instruction to others – Job Titles	Number of Staff
None.	

4) Material and Information Resources

Computers and other standard office equipment.
Confidential Payroll, Personnel, and customer information

5) Financial Resources

Not directly responsible for expenditures of money; however, responsible for handling, balancing and accuracy of deposits.
Responsible for accurate accounting data entry and reporting.

Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.					
Condition	1	2	3	4	5
Sitting				X	
Standing		X			
Noise Exposure		X			

Adverse Temperature	X				
Pushing/Pulling	X				
Lifting/Carrying		X			
Dust	X				
Odors	X				
Other (Specify) Physical Aspects					

2) Health & Safety Hazards

Minimal hazards, office environment

Health and Safety Responsibilities

Responsible to perform duties in a Health and Safety conscious manner.

3) Travel

Travel to seminars to occur occasionally.

4) Driving

Driving to seminars to occur occasionally.

5) Mental Environment

Busy office environment, open concept.
Interruptions and deadlines contribute to stress.

Section E: Effort

1) Mental Effort

Strong mental effort required for accuracy.
Deadlines and task management are major components of work effort.
Constant interruptions – public, residents, co-workers, telephone.

2) Physical Effort

Minimal physical effort required.
Excellent keyboarding skills. There will be prolonged periods of data-processing required.
Prolonged periods of sitting.
Intense visual concentration.
Lifting boxes (office supplies)

Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Employee: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____