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## POSITION DESCRIPTION

**POSITION TITLE:** PAYROLL CLERK

**DEPARTMENT:** FINANCE

**CLASSIFICATION:**

**UNION:** NON UNION

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** REGIONAL MANAGER, PAYROLL

**POSITIONS SUPERVISED:** NOT APPLICABLE

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### POSITION SUMMARY

Reporting to the Regional Manager Payroll, the Payroll Clerk is responsible for the functioning of payroll and benefits processing including procedures related to the input, processing and administration of payroll and related benefits. The position of the Payroll Clerk functions in a manner consistent with the Interlake-Eastern Regional Health Authority's Mission, Vision and Values.

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### ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Inputs payroll data into the payroll system and processes payroll.
- Provides payroll reports, reconciliations and justifications as required.
- Processes payroll forms, various reports and correspondence including Workers Compensation, Employment Insurance, etc.
- Provides responses including employment verification to external agencies including but not limited to Employment Insurance, Human Resources and Skills Development Canada, Canada Revenue Agency, etc.
- Enrolls employees in benefit plans in payroll system and submits originals to HEBP/HEPP and Manitoba Blue Cross as required.

- Completes disability and rehabilitation forms for employees claiming benefits.
- Calculate and process Maternity and WCB Top-ups.
- Prepares Records of Employment.
- Ensures compliance with all collective agreements in terms of scheduled hours of work and remuneration.
- Provides advice to persons responsible for scheduling to ensure compliance with all collective agreements.
- Monitor Stat, Overtime Banks and vacation rollover eligibility hours as per collective agreement.
- Provides back-up and relief for other payroll staff as required.
- Demonstrates high integrity to maintain confidentiality in all matters relating to staff and operations of the Interlake-Eastern Regional Health Authority.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

**OTHER**

- Performs other duties as assigned.
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**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Grade 12.
- Payroll Compliance Practitioner Certification preferred.

**REQUIRED KNOWLEDGE:**

- Demonstrated proficiency with MS Windows, MS Office Word, and MS Excel.

**EXPERIENCE REQUIRED:**

- Two years' previous payroll experience required.
- QHR experience preferred.
- Previous accounting experience preferred.

**SKILLS/COMPETENCIES:**

- Ability to use an analytical and detailed approach to problem solving.
- Ability to work with a variety of sensitive information and to maintain confidentiality.
- Ability to work independently with minimum of supervision..
- Good verbal and written communication skills.
- Demonstrated ability to handle stressful and demanding situations in a positive manner.
- Ability to maintain positive working relationships in a team-based working environment.
- Good physical and mental health required to meet demands of the position.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.

- Satisfactory employment record.
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#### **WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - May be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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#### **WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

#### **PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: \_\_\_\_\_  
Date

Revised: \_\_\_\_\_  
June 2019  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Vice President/ CEO \_\_\_\_\_  
Date

Reviewed by: \_\_\_\_\_  
Vice President, Human Resources \_\_\_\_\_  
Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed position descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*