



POSITION DESCRIPTION

POSITION TITLE: SENIOR PAYROLL SPECIALIST

DEPARTMENT: PAYROLL

CLASSIFICATION:

UNION: NON UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: LEAD PAYROLL SERVICES

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

Reporting to the Lead Payroll Services, the Senior Payroll Specialist functions as the primary point of contact with external benefit providers, coordinates pension and benefits with employees, and is responsible for the configuration, management, and distribution of payroll reporting.

The position of Senior Payroll Specialist functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

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

Payroll & Benefits

- Manages the administration of retirements and pre-retirement leave (PRL) and for regional employees.
- Determines eligibility for retirement and pre-retirement leave benefits, based on policy and collective bargaining agreements.
- Acts as liaison with benefit provider for reporting and audit requirements.
- Prepares and submits required monthly, quarterly and annual reporting as required by external organizations.

- Responsible for bi-weekly payroll reconciliation, bi-weekly remittances to CRA, and monthly remittances for payroll tax.
- Assists with fiscal year-end and calendar year-end balancing of payroll.
- Reconciles, and publishes annual tax documents and tax summaries.
- Assists in the development of policies and procedures as they relate to the payroll system, ensuring they are consistent with regional policies, and maximize the resources of the system.
- Participates in special projects as may be required.

Continuous Quality Improvement

- Ensures compliance with *The Personal Health Information Act* and *The Freedom of Information and Protection of Privacy Act*.
- Supports an environment which avoids, prevents, and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services.
- 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

- Attends education programs and in-services when available.
- Participates in committee and staff meetings as required.
- Other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of Grade 12 education is required
- Completion of a post-secondary education in a recognized Business Administration or Human Resources program, or Payroll Compliance Practitioner Certification preferred

REQUIRED KNOWLEDGE:

- Demonstrated proficiency with Windows applications (MS Office; Word and Outlook)
- Advanced working knowledge of Microsoft Excel required
- Knowledge of labour standards best practices, and provincial collective bargaining agreements

EXPERIENCE REQUIRED:

- Two (2) years previous experience in a Payroll or Human Resources role
- Experience working with an HRIS platform (QHR, SAP, ADP)
- Previous accounting experience preferred
- Experience applying Business Analysis and/or Project Management principles

SKILLS/COMPETENCIES:

- Ability to use an analytical and detailed approach to problem solving required
- Ability to work with a variety of sensitive information and to maintain confidentiality required

- Ability to work independently with minimum of supervision required
 - Excellent verbal and written communication skills required
 - Demonstrated ability to handle stressful and demanding situations in a positive manner required
 - Ability to maintain positive working relationships in a team-based working environment required
 - Ability to collect and translate business requirements from end users
 - 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. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: September, 2019
Date

Revised: September, 2022
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Regional Lead/ CEO Date

Reviewed by: _____
Regional Lead, 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 job 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.