



UNION JOB DESCRIPTION

JD1301

JOB TITLE:	Payroll Assistant	JOB DESCRIPTION NO.:	F.CI.10703.001
CLASSIFICATION:	Clerk IV, Payroll	GRID/PAY LEVEL:	F 17
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10703
UNION:	HEU	JOB/CLASS CODE:	10703
PROGRAM/DEPARTMENT:	Financial Operations	BENCHMARKS (If Applicable):	10703
REPORTING TO:	Manager		
FACILITY/SITE:	Nanaimo Regional General Hospital (NRGH)		

JOB SUMMARY:

In accordance with the Mission, Vision and Values, and strategic directions of Vancouver Island Health Authority patient safety is a priority and a responsibility shared by everyone at VIHA and as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Under general supervision, provides payroll services by processing bi-weekly payroll for an assigned group of employees in a multi-site organization, using a regional computer system. Reviews and audits employee time data submitted for processing. Issues EI records of employment. Handles routine payroll inquiries from employees, managers and external agencies such as Canada Custom & Revenue Agency, Human Resource Development Canada, WCB, and Pension Commission.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Provides payroll services by processing bi-weekly payroll for an assigned group of employees in a multi-site organization, using a regional computer system with a tight deadline schedule.
2. Reviews and audits employee time data submitted for processing, certifying accuracy of data.
3. Prepares and processes EI records of employment and completes EI audit information. Handles routine payroll inquiries from employees, managers, and external agencies.
4. Maintains payroll and leave related statistics and records to established standards to meet audit and use requirements. Retrieves payroll information to answer inquiries.
5. Resolves anomalies to ensure employees are paid properly in a timely fashion. Participates in quality improvement review processes as required.
6. Distributes pay statements and/or pay cheques, and attachments and processes special cheques as required.
7. Administers and applies the provisions of the organization's policies and provisions of relevant legislation and collective agreements, consulting with Supervisor on contentious issues.
8. Calculates and verifies retroactive payments.
9. Processes and distributes to employees Canada Customs & Revenue Agency documentation such as taxation information.
10. Provides expertise to others regarding payroll and leave information.

11. Maintains security of computer data and confidentiality of payroll and benefit information. Stores data in keeping with the organization's policy on file and data retention.
12. Files related documentation and reports as required.
13. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12 successful completion of a recognized payroll course and two years recent related experience or an equivalent combination of education, training and experience.

Skills And Abilities

- Ability to keyboard at 45 wpm
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the job.
- Ability to supervise.
- Ability to organize work.
- Ability to operate related equipment.