



## NON-CONTRACT ROLE DESCRIPTION

JD2292

|                        |                      |                              |         |
|------------------------|----------------------|------------------------------|---------|
| <b>ROLE TITLE:</b>     | Coordinator, Payroll | <b>ROLE DESCRIPTION NO.:</b> | 00192   |
| <b>DEPARTMENT:</b>     | Finance              | <b>HEABC REFERENCE NO.:</b>  | 1872198 |
| <b>REPORTING TO:</b>   | Manager, Payroll     | <b>HSCIS CODE:</b>           | 07099   |
| <b>CLASSIFICATION:</b> | NCEM/Range 7         | <b>JOB CODE:</b>             | 07050P  |

### ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager, Payroll, the Coordinator is responsible for the processing of a large bi-weekly multi-union payroll system by performing a variety of functions such as ensuring deadlines for payroll are met, processes follow established Payroll procedures, and appropriate internal controls are maintained. The Coordinator oversees the Payroll functions by performing a variety of supervisory duties such as scheduling, coordinating and delegating work assignments, and selecting and orienting staff. This position requires professional judgment as duties access sensitive and confidential data.

### DUTIES AND RESPONSIBILITIES:

1. Ensures payroll systems processing results in an accurate accounting of financial and statistical events within the Vancouver Island Health Authority. Responsibilities include ensuring that the systems function according to union collective agreements and VIHA's financial and payroll policies and practices.
2. Coordinates the activities of staff for the processing priorities and deadlines to ensure operational efficiency and effectiveness of the payroll system, timely production and distribution of pay advices and reports.
3. Hires staff, trains, supervises, conducts performance appraisals, disciplines and terminates staff in the department.
4. Interprets and applies the various collective agreements for unionized staff, or terms and conditions for non-contract staff. Represents the Employer in labour relations matters and determines the disposition of grievances.
5. Meets regularly with assigned staff to identify and solve operational and administrative problems. Ensures appropriate utilization of casual staff and overtime; scheduling and distribution of workload.
6. Performs business model reviews and through re-engineering of the business processes generate new information technology based business solutions. The re-engineering requires an understanding of the existing processes and business needs, and the information technology opportunities in Payroll and Finance.
7. Acts as a liaison for payroll and systems related problems between managers, system users, IS staff and/or vendors.
8. Provides system training for Managers, Timekeepers, Payroll staff, and participates in Scheduling/Timekeeping and Payroll system user groups.
9. Reviews and analyzes financial, statistical and other related data to identify possible errors or irregularities causing discrepancies.
10. Coordinates the processing of information to the General Ledger system and ensures that generally accepted accounting principles are followed.

11. Responsible for production and issuing of statutory reports, including T4's and T4A's and all year-end adjustments, Pension Corporation Reports, W.C.B. Reports, etc.
12. Ensures that the various requirements of government, benefit carriers are met in a timely and accurate manner.
13. Coordinates and performs upgrades of the payroll components of HR/Payroll and Scheduling/Timekeeping applications by ensuring documentation and testing of computer programs, and verifying that programs are functional and consistent with specifications. Develops, revises and communicates policies and procedures pertaining to the use and maintenance of the system. Maintains and supports system dictionaries and files.
14. Designs and develops ad hoc reports utilizing report writer tools to support both Finance and Payroll information needs.
15. Performs other related duties as assigned.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

A level of education, training and experience equivalent to a Baccalaureate degree in Accounting, Finance or Information Technology or a professional accounting designation (CGA, CMA or CA) with a minimum of five (5) years' recent related payroll and system application experience within a complex, computerized, multi-union environment.

### **Skills And Abilities**

- Knowledge of healthcare contracts, payroll processes, computer programming, PC desktop and report writing tools desired.
- Excellent interpersonal, verbal and written communications skills.
- Proven administration, project management and supervisory skills.
- Ability to establish and maintain effective work relationships and communication with all levels of staff, senior personnel or outside agencies and relevant government agencies.
- Physical ability to perform the duties of the job.