



## UNION JOB DESCRIPTION

**JD300**

<b>JOB TITLE:</b>	Payroll Clerk	<b>JOB DESCRIPTION NO.:</b>	40314
<b>CLASSIFICATION:</b>	Clerk IV, Payroll	<b>GRID/PAY LEVEL:</b>	F 17
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	10703
<b>UNION:</b>	HEU	<b>JOB/CLASS CODE:</b>	40314
<b>PROGRAM/DEPARTMENT:</b>	Accounting	<b>BENCHMARKS (If Applicable):</b>	10703
<b>REPORTING TO:</b>	Payroll Supervisor		
<b>FACILITY/SITE:</b>	Various VIHA SI Sites		

### JOB SUMMARY:

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

Reports to Payroll Supervisor. Performs payroll accounting duties in the accumulating, recording, and processing of data for payroll such as employee timesheets, vacation advances, cancelled cheques, and EI Records of Employment according to established standards, policies, and procedures. Performs clerical duties such as drafting correspondence and memos. This position is required to use a personal computer and a variety of software programs at an intermediate level.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Compiles and inputs data for payroll such as employee timesheets, vacation advances, timekeeper adjustments, non-recurring adjustments, accrual bank adjustments, and cancelled cheques. Performs manual calculations as required.
2. Calculates, prepares and inputs manual cheques. Updates the manual cheque register to record the issue of a manual cheque.
3. Verifies, sorts and distributes payroll cheques, T-4s, and attachments. Monitors the cheque printer to ensure that cheques are correctly printed.
4. Sorts and distributes Pay Advice, Accrual Reports, Timesheets, and Timekeeper Adjustment Reports according to established procedures.
5. Prepares employee payroll records and documents such as EI Records of Employment and Audits, Maternity benefit top-up, and monthly reports.
6. Calculates and prepares termination and severance cheques.
7. Answers inquiries from employees, timekeepers, and outside agencies.
8. Performs related clerical duties such as composing letters and memos to accompany various payroll remittances or reports as required.
9. Calculates and verifies retroactive payments.
10. Enters and verifies employee bank account information for direct deposit.
11. 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 position.
- Ability to supervise.
- Ability to organize work.
- Ability to operate related equipment.