



## UNION JOB DESCRIPTION

JD325

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|------------------------------|------------------------------|------------------------------------|--------------------------|
| <b>JOB TITLE:</b>            | Supervisor - Payroll         | <b>JOB DESCRIPTION NO.:</b>        | 40310 / F.VI.10216SR.002 |
| <b>CLASSIFICATION:</b>       | Accounting Supervisor        | <b>GRID/PAY LEVEL:</b>             | F SD34                   |
| <b>COLLECTIVE AGREEMENT:</b> | Facilities Subsector         | <b>HSCIS NO.:</b>                  | 10216                    |
| <b>UNION:</b>                | HEU                          | <b>JOB/CLASS CODE:</b>             | SI: 40310 CINI: 10216SR  |
| <b>PROGRAM/DEPARTMENT:</b>   | Accounting                   | <b>BENCHMARKS (If Applicable):</b> | 10216                    |
| <b>REPORTING TO:</b>         | Manager, Payroll Services    |                                    |                          |
| <b>FACILITY/SITE:</b>        | VIHA SI (RJH) VIHA CI (NRGH) |                                    |                          |

### 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.

Reporting to the Manager, Payroll Services, oversees the Payroll function by performing a variety of administrative duties such as scheduling, coordinating and delegating work assignments, preparing performance appraisals, selecting and orienting staff, implementing corrective action for performance issues. Carries out related payroll functions as required. This position is required to use a personal computer and a variety of software programs at an intermediate level.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervises designated staff by performing supervisory functions such as hiring, scheduling, coordinating, and delegating work assignments including checking, verifying, reviewing, and adjusting assigned duties to ensure the preparation and distribution of payroll cheques, pay statements, payroll, and remittances are accurate and meet established timeframes.
2. Prepares employee performance appraisals and evaluates assigned staff. Monitors performance taking corrective action. Provides constructive feedback through formal and informal opportunities.
3. Responds to enquiries concerning the pay office such as interpretation of payroll system, interpretation of pay office procedures, and interpretation of timekeeping procedures.
4. Collaborates with the Manager to analyze the effectiveness and efficiency of the flow of payroll information and documents. Recommends changes as required. Tracks and analyzes workload and staffing information to ensure effective use of human resources and initiates improvements.
5. Participates in processes to identify and implement technological solutions to improve pay office efficiency and accuracy.
6. Carries out a variety of administrative functions such as participating in interdepartmental meetings, liaising with other departments on payroll related matters, coordinating transactions with outside agencies on behalf of the Department, and compiling statistical reports on departmental activities.
7. Responds to payroll related enquiries from employees, timekeepers, managers, and outside agencies.

- Participates in testing of system changes such as manually calculating employees' pay cheques to ensure deductions such as CPP, Tax, EI, Superannuation, WCB, and LTD are being correctly calculated after software upgrades have been implemented.
- Verifies payments to Receiver General for Income Tax, CPP & EI and to the Pension Corp for MPP & PSP contributions; sends electronic payment files to bank for processing. Verifies payments for Canada Savings Bonds. Ensures that remittances to banks, unions, government agents and other outside agencies are prepared and remitted or transferred according to deadlines.
- Ensures the accuracy of manual cheques, retroactive, severance and termination payments by monitoring calculation procedures and implementing system or manual verification.
- Ensures payments from WCB are accurately posted for reporting on the employees' T4's and are reconciled to the general ledger account.
- Coordinates the distribution of T4, T4A, and Pension Corporation adjustment statements within the specified time frames.
- Processes pre-authorized payments through the bank debit system, extracts verification reports, and follows up on NSF or errors. Uploads corrected debit information into payroll prepaid benefit file and reviews exception reports.
- Performs other related duties as assigned.

## **QUALIFICATIONS:**

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

Grade 12. CPA certification, with a minimum of 5 years payroll experience with increasing levels of administrative and operational responsibilities and accountabilities. Minimum of 2 years post-secondary education with a diploma in business administration, accounting, or an equivalent combination of education and experience.

### **Skills And Abilities**

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