



## COUNTY OF MIDDLESEX POSITION DESCRIPTION

<b>TITLE:</b>	Payroll and Benefits Clerk	
<b>DEPARTMENT:</b>	Finance/Treasury	
<b>REPORTS TO:</b>	Manager of Finance	
<b>EFFECTIVE DATE:</b>	April 2023	<b>POSITIONS SUPERVISED:</b> Zero

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### POSITION SUMMARY:

Reporting to the Manager of Finance, the Payroll and Benefits Clerk is responsible for the preparation and processing of payroll for salaried and hourly employees ensuring that the full payroll cycle is completed accurately, on time, and in accordance with applicable legislation, corporate policies and collective agreement(s). The Payroll and Benefits Clerk also completes administrative activities relating to pension and benefit requirements, and monthly and year end reconciliations and reporting.

The Payroll and Benefits Clerk is responsible for the payroll and benefit administration of one or more of the following employee group:

- County Council, County Administration and County Roads (approx. 200 employees).
- Strathmere Lodge (approx. 200 employees).
- Middlesex-London Paramedics Services Employees and Middlesex-London Paramedics Services Management (approx. 400 employees).

### PRINCIPAL RESPONSIBILITIES:

- Serves as the first point of contact for internal payroll related requests or inquiries and provides assistance as required. Escalates any requests or inquiries to the Manager of Finance as required.
- Processes the bi-weekly payroll for salaried and hourly employees in an accurate and timely manner as assigned by the Manager of Finance.
- Processes employee benefit enrollments, changes, terminations, beneficiaries, etc.
- Reconciles payroll information reports and payments.
- Prepares payroll processing charges and payroll summary reports for approval by the Manager of Finance.
- Posts general journal entries to Great Plains Accounting system.



- Prepares the cheque requisitions associated with payroll.
- Completes and issues Records of Employment (ROE) in accordance with Service Canada requirements and maintains a record all of the ROE numbers.
- Prepares manual cheques when required.
- Prepares and reconciles T4s.
- Prepares year-end payroll information for the County financial statements.
- Responsible for general administration of the OMERS and benefit plans (enrollments, changes, retirements, reconciliations).
- Updates the "Master Employee List" for reports such as EAP, budgets, pay increases and other reports requested by management.
- Tracks various requirements (eg. WSIB costs, boot allowances, part time hours, etc.).
- Maintain detailed records and documentation of payroll functions for record retention and auditing purposes in accordance with statutory requirements and internal control policies and procedures.
- Acts as backup for other positions within the Finance Department, as required.
- Assists the Manager of Finance with special projects as requested.
- Performs other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- General knowledge of the applicable legislation and regulatory knowledge, including but not limited to, the Employment Standards Act, Employment Income Act, Income Tax Act, OMERS, Ontario Pension Benefits Act, etc.
- Strong interpersonal and communication skills, both oral and written.
- Ability to use tact and diplomacy in dealing with sensitive and confidential information.
- Ability to work independently and to prioritize to meet strict deadlines.
- Ability to balance multiple priorities, often with conflicting timelines in a fast-paced environment.

**MINIMUM QUALIFICATIONS:**

- Two-year college diploma in payroll administration, business or accounting or equivalent experience.
- Canadian Payroll Association certification (1-year).
- Three (3) years of prior payroll and benefits experience in a municipal setting.
- Current Criminal Record Check that is satisfactory to the County of Middlesex.