



## **STRATHMERE LODGE POSITION DESCRIPTION**

<b>TITLE:</b>	Payroll Assistant
<b>DEPARTMENT:</b>	Nursing
<b>REPORTS TO:</b>	Director of Resident Care
<b>POSITIONS SUPERVISED:</b>	N/A

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### **POSITION SUMMARY**

Under the general direction of the Director of Resident Care and the Assistant Director of Resident Care, the Payroll Assistant is responsible for the coordination of the staffing master schedules and payroll information for the nursing department.

### **PRINCIPAL DUTIES & RESPONSIBILITIES**

1. In collaboration with the Director of Resident Care and the Assistant Director of Resident Care, prepares the master schedule for the Nursing Department for posting as per the terms of the relevant collective agreements.
2. Assists the Assistant Director of Resident Care with attendance and absenteeism reporting for the nursing department.
3. Validates and reconciles scheduled hours worked by employees through daily reports. Capture activities in time blocks accurately. Ensure actual time is reflected for payroll approvals and submissions.
4. Prepares, reconciles and verifies all bi-weekly payroll related input such as attendance, vacation, sick and banked/lieu time records accurately for submission to payroll for processing.
5. Maintain accurate and detailed records relating to master scheduling and payroll for the nursing department.
6. Responds to nursing payroll inquiries. Directs/escalates any requests or inquiries to the Director of Resident Care and/or Assistant Director of Resident Care, as required.
7. Maintains staff profiles on the employee staffing program (Staff Schedule Care).
8. Perform general clerical duties associated with the daily operation for the Nursing department.



9. Adheres to provincial occupational health and safety legislation and related Lodge/County policies/procedures in order to prevent injury to self or others, including: reporting injury hazards for remedy and using personal protective equipment (PPE) appropriate for the task at hand.
10. Assists the Director of Resident Care and/or Assistant Director of Resident Care with special projects, as directed
11. Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education & Experience

- 2-year post-secondary diploma in payroll administration, business or accounting or related discipline.
- 1 to 2 years of experience in payroll and staffing in a dynamic environment.
- Payroll and scheduling within a unionized environment, preferred.
- Experience with Staff Schedule Care (SSC) is an asset.
- Current Criminal Record Check with a Vulnerable Sector Screening that is satisfactory to Strathmere Lodge/County of Middlesex

### Knowledge, Skills and Abilities

- Working knowledge of payroll, staffing models and application of collective agreement provisions.
- Demonstrates proficiency in Microsoft Office Suite (Word, Excel, and Outlook).
- Strong clerical skills and a keen eye for detail to examine documents for accuracy and completeness.
- Strong organizational skills and ability to multi-task to manage changing priorities
- Excellent interpersonal and communication skills, both oral and written.
- Ability to use tact and diplomacy in dealing with sensitive and confidential information.



### Working Conditions

Normal hours of work are 35 hours per week, Monday to Friday, with regular hours between 8:00 a.m. and 4:00 p.m.; however, evening or weekend hours may be required.