

**THE CORPORATION OF THE COUNTY OF MIDDLESEX
POSITION DESCRIPTION**

TITLE:	Clerical III - Payroll/Benefits Clerk	
DEPARTMENT:	Treasury	
REPORTS TO:	Treasurer	
EFFECTIVE DATE:	May 2021	POSITIONS SUPERVISED: none

POSITION SUMMARY:

Reporting to the Treasurer, the Payroll/Benefits Clerk is responsible for the processing of six (6) separate payrolls from input to cheque production to the posting of journal entries. Position is also responsible for employee enrollment and general administration of the benefit and pension plans.

PRINCIPAL RESPONSIBILITIES:

1. Responsible for inputting of payrolls for the following County service areas:
 - a. County Council, County Administration and County Roads (approx. 200 employees).
 - b. Strathmere Lodge (approx. 200 employees).
 - c. Middlesex-London Paramedics Services Employees and Middlesex-London Paramedics Services Management (approx. 400 employees).
2. Reconciles payroll reports received and prepares payroll processing charges and payroll summary reports for approval by the Treasurer.
3. Posts general journal entries to Great Plains Accounting system.
4. Prepares the cheque requisitions associated with payroll.
5. Issues "Records of Employment" and tracks all of the ROE numbers.
6. Prepares manual cheques when required.
7. Reconciles payroll information and payments.
8. Prepares and reconciles T-4's
9. Prepare year-end payroll information for the County financial statements.
10. Responsible for general administration of the OMERS and benefit plans (enrollments, changes, retirements, reconciliations).
11. Update the "Master Employee List" for reports such as EAP, budgets, pay increases and other reports requested by management.
12. Tracks various requirements (eg. WSIB costs, boot allowances, part time hours, etc.).
13. Responsible for payroll and benefit records management.
14. Acts as backup for other positions within the Treasury Department, as required.
15. Other related duties or projects, as required.

MINIMUM QUALIFICATIONS:

- Two-year community or business college diploma in payroll administration, business or accounting or equivalent experience and a Canadian Payroll Association certification (1 year).
- Three years of prior payroll and benefits experience.
- Excellent communication and computer skills.
- The ability to handle confidential matters