



*Making life better in King*

## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

**JOB TITLE:** Human Resources Coordinator – Payroll  
& Benefits

**CLASSIFICATION:** Full-Time, Non-Union

**DEPARTMENT:** Corporate Services

**SALARY LEVEL:** \$74,456 - \$90,581 (2024 rate)

**LOCATION:** Municipal Centre, 2585 King Road, King City, ON

### JOB PROFILE:

#### Function:

The Human Resources Coordinator - Payroll & Benefits position has responsibility for preparing the bi-weekly payroll for full-time and part-time employees, Elected Officials, and council committees, monthly payroll for volunteer fire fighters; maintenance of the employee master files and reporting to Employment and Social Development Canada (ESDC).

Updates and remits garnishments, assists with non-statutory source deduction updates (i.e. group benefit premiums), calculates and processes retroactive pay adjustments, and completes government reporting/filing requirements in accordance with regulatory guidelines, interacts with external and internal contacts, and ensures payroll software release updates are implemented in accordance with changes to legislation.

Accountable for the design, coordination, and implementation of the insured benefit plans of the Township and for the administration of the OMERS Pension Plan and the coordination, design and implementation of compensation strategies as approved by Management. In addition, this position will be involved in labour relations, salary administration, policy development and review and the pay equity maintenance plan.

#### Reports to:

- Manager of Human Resources

#### Supervision Responsibilities:

- None.

#### Duties and Responsibilities:

##### Payroll

- Enters, verifies, and generates the salary and hourly payroll (including overtime) for all union and non-union (including volunteer firefighters) employee groups.
- Maintains employee master files, including mailing addresses, Federal and Provincial net tax code amounts, Employment Insurance rate for appropriate

business number, Employment Insurance and Canada Pension exemption codes, employee direct deposit instructions, and updates employee non-statutory deductions and pay rates in accordance with CBA and non-union pay scales.

- Responsible for the issuance of Records of Employment (ROE) in accordance with ESDC guidelines. Ensures the accuracy of termination date within the employee master file, and termination payments are recorded on the ROE. Liaises with ESDC, as necessary.
- Responsible for payment set-up for Ontario Family Responsibility support deductions, Small Claims garnishments, Canada Revenue Agency garnishments, and Wage Assignments. Calculates deduction payable in adherence with regulatory and Court defined criteria. Submits requisitions for payments to government agencies by required deadlines and responds to follow-up queries from various sources.
- Prepares and submits online payments and journal entries for remittance of current source deductions to the Receiver General.
- Responsible for retroactive pay processes, year-end roll-over preparation, New Year set-up, T4 verification and distribution, reconciliation of various General Ledger accounts, as well as the T4 summary report.
- Liaises with supervisory staff, to ensure accuracy of payroll and employee confidential matters.
- Creates and processes direct deposit bank transfer files, verifies the input/edit report and corrects invalid information through electronic payment manager.
- Prepares payroll journal entries, ensures labour distribution splits are in accordance with departmental work assignments, and ensures accurate allocation of wages by fiscal year.
- Performs periodic (monthly and year-end) reconciliations of all payroll-related general ledger accounts. Responds to external audit queries, as required.
- Responsible for Employer Health Tax reporting, including determining remuneration based on employer-employee relationship that is subject to EHT, tax rate based on the annual gross payroll, monthly remittance, and annual return, and responsible during EHT audits.
- Responsible for Workplace Safety and Insurance Board (WSIB) reporting, including monthly premium reporting, year-end reconciliation report, and allocation of claims to appropriate department responsible during WSIB audits.
- Completes government surveys, as requested.
- Responds to inquiries from current staff, Canada Revenue Agency, Employment and Social Development Canada, Family Responsibility Office, Small Claims and terminated employees in a timely manner.

## Compensation

- Administers attendance management.
- Responsible for the preparation of statistical reports (benefit usage, attendance management, compensation, etc.) as required.
- Ensures pay schedules for positions are updated accordingly with new job evaluation information and/or the yearly pay adjustments in accordance with Council direction and Union agreement.
- Maintains employee records including inputting and maintaining confidential employee information related to medical leaves and terminations, conducts routine

audits of data input, monitoring/restricting access, purging/archiving data as required, providing instruction to staff on form use and data requirements, maintaining staffing and seniority lists, expediting report queries, ensuring system confidentiality and security, and administering and maintaining the overall integrity of the payroll system.

- Research compensation trends and conduct comparative analysis of salary information.
- Liaise with other municipalities for comparative information (salaries, benefits, policies).
- Participates in Job Evaluation Committees to oversee the evaluation, classification and rating of occupations and job positions.
- Assist with salary and benefits yearly budget.
- Prepares offer of employment letters and confirmation of employment for full-time and recurring contract staff as required.
- Responds to and provides support to Manager of Human Resources on reporting of special payments on termination and retirement allowances.
- Liaises with management to process payroll updates, responds to inquiries, and ensures authorized approvals and controls are followed.

#### Benefits

- Assists with benefit plan annual renewals and marketing plans, identifies opportunities for redesign and cost savings by working with the carrier, makes recommendations to management and develops communications to staff.
- Provides day-to-day administration of employee benefits (enrollments, termination audits billings, etc.).
- Administers the OMERS plan for the Corporation.
- Responsible for defining and updating OMERS contributory earnings based on calculations accrual set-up, rates and Yearly Maximum Pensionable Earnings controls, and monthly contribution remittances summary.
- Processes OMERS 119 annual pension report. Calculates broken service deemed earnings on maternity leaves; credits service on unpaid leave, emergency leave and compassionate care leave periods; calculates Pension Adjustments for T4's, allocates retroactive pensionable earnings to applicable year, defines contributory earnings for terminations and retirees and updates e-access field before final procession of form 143 for plan benefits; and responds to data exceptions on 119 audit report.
- Prepares OMERS communications materials, updating employee information on internal database and E-correspondence.

#### General

- Administrator of the Fitness Taxable Benefit program.
- Assists with the Salary annual budget.
- Provides support to management during contract negotiations.
- Creates and maintains accurate, current, and complete HR filing system and personnel records using standardized filing methods as well as within the Township's EDRMS (Laserfiche).
- Participates on project teams and committees, both in HR and for the corporate initiatives.

- Performs other duties as assigned in accordance with the objectives of the Human Resources Division.

### **Education/Experience:**

- Post-secondary education (diploma/degree) in a related field of study.
- As a minimum, five (5) years of direct payroll experience, Public Sector Pension experience and accounting will be considered an asset.
- Completion of accredited payroll designation program (i.e. Payroll Compliance Practitioner (PCP) or Certified Payroll Manager (CPM) through the National Payroll Institute.
- Thorough working knowledge of payroll best practices, research resources and practices, and customer/public relations principles in a service-excellent environment; and legislative/regulatory framework for employment in Ontario combined with knowledge of the *Municipal Freedom of Information and Protection of Privacy Act*.
- Experience with benefits, renewals, and plans.
- Experience with job evaluation and pay equity.
- Excellent interpersonal, communication, organizational, research, staff/public relations, customer service, multi-tasking/work prioritization skills, and a keen attention to detail.
- Ability to interact effectively and courteously with all levels of staff and contacts in a political and community/client service environment; to exercise discretion and judgment when handling confidential/sensitive/controversial information and assure the security of such information/files, to foster cooperative/collaborating working relationships, and to maintain diplomacy, integrity, and confidentiality at all times.
- Strong computer literacy utilizing Microsoft Office, payroll software, Microsoft Great Plains, Import and export of data, data updates and data integration, spreadsheet, presentation and database software, e-mail, Internet.
- Experience working in a unionized environment.

### **Conditions of Employment:**

- Work involves mental and visual concentration with frequent interruptions.
- Frequent demands and inflexible deadlines that may conflict.
- Availability to accommodate deadlines and/or peak period workloads that may extend beyond the normal workday, evenings and weekends as required.

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Department Head: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date Approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_