

## CIVILIAN JOB DESCRIPTION

### POSITION INFORMATION

**Position Title:** Compensation and Benefit Administrator

**Position :** 1

**Location:** Headquarters

**PURPOSE:** To administer payroll services, benefits, and assist with the disability coordination process.

### KEY RESPONSIBILITIES:

1. Administer payroll using a 3<sup>rd</sup> party provider, ensuring the completeness, accuracy of the records on a pay by pay, monthly, annual and fiscal basis. Ensure guidelines in policies and procedures, collective agreements and payroll legislation are followed.
2. Assist in the coordination of disability management service; initiate and complete all disability claim forms, receive injury and claim reports and process as required, follow-up on calls, etc. Ensure forms are filed on a timely basis. Assist the Human Resources Advisor as needed.
3. Maintain all pay related files, including but not limited to employee files, payroll journals, remittance records, year-end registers, banked overtime values for each staff, data entry/support documentation.
4. Exercise due diligence on behalf of the service by reconciling payroll clearing accounts periodically, prepare a payroll entry spreadsheet for each pay, prepare/monitor/maintain payroll remittances including but not limited to: pension plan, Workers Safety and Insurance Board, employee's health and dental plan, Employers Health Tax, union dues, etc.
5. Administration of pension plan and employee benefit plan including but not limited to: signup of new hires, terminations, suspensions, and payroll adjustments. Ensure accurate records are maintained.
6. Orientation of new recruits regarding the procedures in payroll, benefits, DAR submissions and claims, and collective agreements.
7. Provide payroll related assistance/advice to other staff members. Respond orally, in writing or electronically to enquiries from management and staff providing clarification on payroll issues, interpretation of collective agreement articles, or to communicate changes in payroll procedures. Liaise with management staff to gather the necessary information to complete payroll.
8. Process all leaves of absence for Headquarter staff. Oversee the Regional DARs banks and coordinate with Regional staff to ensure accuracy and compliance with policy and the collective agreement.
9. Perform other duties as assigned.

### Staffing and Licensing Requirements:

Must be able to pass a background security investigation.

### COMPENSABLE FACTORS

### KNOWLEDGE:

Job requires knowledge of NAPS administrative policies and procedures, provisions in the collective agreement, payroll legislation (CCRA), WSIB legislation, pension legislation, Manual Life and the employee benefit plan.

Sound knowledge of Insync software and reports, spreadsheets and word processing software packages (Word, Excel), and Lotus notes to produce payroll information/reports.

Knowledge of arithmetic.

#### **INTERPERSONAL AND COMMUNICATION SKILLS:**

Must be able to administrate strictly confidential information related to the human resources office and senior management team initiatives.

Position requires oral communication skills to explain payroll related procedures/applications and benefit provisions to peers and new hires.

Position requires interpersonal skills to communicate with outside agencies (e.g. Ontario Pension Board, ADP, WSIB, Manual Life) and Regional office staff. Job requires excellent listening skills and the ability to tactfully discuss compensation and benefit related changes to staff as a result of illness or injury.

#### **PROBLEM SOLVING/COMPLEXITY:**

Job requires analytical and problem-solving skills in recognizing errors by checking for missing information/documents, resolving inaccuracies, interpreting applicable legislation, policy and agreements and determining a course of resolution. Job requires researching unusual applications to ensure payroll is completed accurately.

#### **JUDGEMENT AND DISCRETION:**

Position requires working independently with minimal supervision in accordance with established financial and accounting guidelines, directives, policies and collective agreements with freedom to work through problems independently but has access to supervisor to resolve unusual matters. Responsible for day-to-day management of own duties and job pace. Job requires reviewing own work and proofreading for accuracy and is subject to audit by external audit personnel.

Job requires effective management of deadlines, e.g. payroll transmission deadlines, payroll remittance completed by due date, and multiple priorities at one time.

Job requires discretion and tact when providing additional information to outside agencies and it relates to disability claims.

Must be an effective time manager with the ability to manage multiple priorities at one time.

#### **RESPONSIBILITY FOR THE WORK OF OTHER EMPLOYEES:**

There is no formal responsibility for the work of others, however, may provide information and direction to new hires.

Responsible for verification of the accuracy of the time bank management system (DARS) as imputed by Regional staff.

#### **PHYSICAL AND SENSORY DEMANDS:**

**Physical Demands:**

While not necessarily confined, this position requires sitting at a desk for long periods of time while keying in data entry. Occasionally required to lift and move file boxes.

**Sensory Demands:**

Visual strain associated with viewing a computer terminal for long periods of time while keying data. Payroll processing is time sensitive requiring adherence to prescribed deadlines. Work interruptions are occasional including but limited to walk-in inquiries and telephone calls.

**WORKING CONDITIONS:**

This position operates in a standard office environment.