

 GEORGE DERBY CENTRE	Position: Coordinator, Payroll and Benefits	Reporting To: Director of Finance
	Approved By: Executive Director	Review/Revision Date: January 2021

Job Summary

Reporting to the Director of Finance, the Coordinator of Payroll and Benefits is responsible for the effective and efficient delivery of customer-focused payroll services and health and welfare benefits programs by:

- Functioning as the resource person for “Best Practice” in Payroll and Benefits Services;
- Ensuring the confidentiality and security of all payroll, benefit and employee information;
- Being customer focused and achieving positive results;
- Promoting quality improvement and safety across the organization.

Responsibilities and Duties

1. Support and promote the Centre’s Mission, Vision, and Values. Is a role model and mentor of Person-Centred Care, staff and resident rights and the Centre’s Code of Ethics.
2. Complete the scheduled payroll run by reviewing swipe card reports for accuracy and authorization and by completing and reconciling individual payroll earnings and deductions. Complete the process by submitting the payroll data in accordance with established practices.
3. Submit payroll information as required by the Government of Canada, the Provincial Ministry of Health, HEABC and other third party organizations. Activities include completion of the HSCIS report, T4 slips, gross earnings and wage loss information, Canada Savings Bond deductions; and interest and superannuation information.
4. Maintain the benefits program including superannuation in accordance with established practices and ensure compliance with the applicable collective agreements and the Terms and Conditions of Employment for Non-contract Staff.
5. Ensure maintenance of a current and accurate payroll system by entering initial and changing salary/wage information; completing and remitting portability and previous experience forms; providing information to staff and external agencies on matters such as vacation accumulation and pay policies; making corrections and adjustments as required including seniority lists and increment steps.
6. Collaborate with Human Resources to process all applications for Long Term Disability.
7. Ensure that new employees complete required documentation including TD1 forms, pension declaration, portability forms, benefit enrollment cards, union membership cards as applicable. Remit the information to designated external agencies as required.
8. Reconcile the cost of coverage billed by the plan carriers for each line of benefit with the computerized record. Adjust the Centre’s record and/or notify the carrier(s) of the cost changes to be reflected on future billings.
9. Maintain current personal information for each employee and an individual personnel file. Remove terminated employee files from active use and store them in accordance with established retention requirements.
10. Maintain the Centre’s master staffing and scheduling systems and provide direction and support, as applicable.

11. In consultation with the Director of Finance, plan, organize, and direct the payroll and benefits program operations.
12. Ensure payroll and benefits administration practices and procedures comply with federal and provincial legislation and regulations, professional standards, national accreditation standards and organizational policies through regular monitoring and evaluation.
13. As directed by the Director of Finance, collect specified information and summarize and analyze indicator data to identify risk and monitor outcomes. Report information to the Executive Director, Leadership Team and other identified groups, as required.
14. In accordance with established policy, respond to and process requests for employee information from external sources and review outgoing responses to ensure compliance with existing privacy legislation.
15. Actively promote a culture of safety for residents, visitors and staff by adhering to established safety policies, standards and procedures including emergency response procedures.
16. Perform other related duties and functions, as assigned.

Safety Responsibilities

1. Demonstrates a commitment to communicating, improving and adhering to safety policies in the work environment.
2. Reports all incidents and near misses. Reports are to be made in writing.
3. Report all concerns related to resident behaviours; even if no incident/injury occurs. Reports are to be made in writing.
4. Follow safe work procedures and act safely in the workplace at all times.
5. Actively participate in all training provided to you for your safety.

Qualifications

- Completion of Grade 12 supplemented by successful completion of courses in payroll and benefits administration;
- Completion of the Canadian Payroll Association Certification Program considered an asset;
- At least two (2) years of payroll and/or benefits experience preferably within a health care setting;
- Experience using ADP considered an asset;
- Proven proficiency in word processing and data processing.

SALARY AND BENEFITS

- Competitive salary based upon skills and experience
 - Benefits package
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