



TOWN OF FORT SMITH

JOB DESCRIPTION

Pay and Benefits Clerk

POSITION TITLE: Pay and Benefits Clerk

POSITION NUMBER: 11021

DEPARTMENT: Corporate Services

REPORTS TO: Director of Corporate Services

CLASSIFICATION: Term

LOCATION: Town Hall

Summary of Position

Reporting to the Director of Corporate Services and an integral part of a professional team, the Pay and Benefits Clerk (P&B) is responsible for the accurate and timely processing of payroll for all Town of Fort Smith (Town) employees, Fire/EMS volunteers, and the Mayor and Council.

The incumbent assists the Director of Corporate Services with the enrollment of employees in the Town's group benefits program and pension plan. This important function ensures employees receive benefits when eligible and assists employees to access these benefits when needed. The incumbent also assists the other finance team members in the performance of their duties.

Outline of Duties

- 1. Ensure payroll transactions are processed in accordance with Federal and GNWT statutes, regulations, agreements, policies, and procedures by:**
 - Maintaining current pay and benefit records.
 - Maintaining bank leave, sick leave, special leave, and vacation leave records.
 - Maintaining the employee leave calendar.
 - Calculating and issuing payroll cheques/deposits.
 - Processing new employees and terminations.
 - Preparing ROE's and responding to inquiries of same.
 - Preparing T4's and responding to inquiries of same.
 - Preparing monthly labor allocation reports.
 - Verifying annual filing of WSCC.
 - Processing WSCC reports involving municipal employees when required.
 - Preparing records/working papers for audit.
 - Processing all reports related to payroll.
 - Responding to all inquiries related to payroll.
 - Monitoring the HRIS for timely approvals and accurate leave entries.
 - Collecting and verifying timesheets from the online time entry system (HRIS): This may involve verifying the accuracy and completeness of the recorded hours worked, including any overtime, vacation time, or other types of leave taken.

2. **Assists with Records Management by:**
 - Collaborating with Human Resources Manager to ensure all personnel files contain a signed and approved job description, letters of offer for employment, letters related to outside employment, applications for benefits, criminal record checks, performance appraisals, anniversary dates, etc.
 - Updating (change form) changes in employee status, such as promotions, terminations, or changes in employment terms.
 - Completing a periodic check of leave credits to ensure leaves are correctly calculated and reported.
3. **Processes Benefits Administration by:**
 - Collaborating with Human Resources Manager to ensure that new employees receive information about the group benefits and pension plans, guiding them through the enrollment process, and addressing any questions or concerns.
 - Providing assistance to employees in understanding health benefits and pension provided by the Town and ensuring their file is correct for deaths, marriage, births and other family changes that may affect their benefits.
 - Maintaining records for employee benefits, retirement including preparation and submission of all documentation.
 - Enrolling all eligible employees in both health benefits and pension plans.
 - Maintaining contact with employees when they are on extended leave to ensure they are aware of any changes with their benefits.
 - Assisting employees in understanding requirements for completion of benefit related documents.
4. **Monthly and annual reporting by:**
 - Preparing working papers for budget, year-end, as well as monthly financial reports.
 - Preparing the salary spreadsheet for inclusion in the annual budget.
 - Collaborate with Human Resources Manager to track areas where interpretations of the Collective Agreement and policies have been made and their decision affecting employee rates of pay and/or benefits.
5. **Performs Finance related duties by:**
 - Preparing annual filing for WSCC for verification by the Corporate Services Director.
 - Completing payroll related general ledger accounts and assisting with bank reconciliation.
 - Preparing annual filing for GNWT Payroll Tax for verification by the Corporate Services Director.
 - Performing other administrative duties as assigned by the Corporate Services Director such as reconciliations.
 - Cross-training in critical operational to backup other Account Receivable finance clerk positions when requested.
6. **Prepare and process onboarding payroll documents by:**
 - Setting up and training employees to enter time and leave: As part of the HRIS setup, employees' profiles, and relevant information, including time and leave policies, are configured in the system.
 - Setting up supervisors for approval authority: In an HRIS, supervisors are often granted the authority to approve time and leave requests for the staff they oversee.
 - Explaining benefits to employees.
 - Reviewing the New Employee form so that all documentation is included
7. **Processes offboarding payroll (ROE, Final Pays, Discontinuance, etc.) by:**
 - Processing final pay related to retiring, terminated and resigning employees.

- Auditing leave files to ensure that there is no over and underpayment in final payout.
- Filing ROEs in a timely manner.
- Filing discontinuation notice with NEBS in a timely manner.
- Assisting in the completion of NEBS pension documents.
- Assisting with the payroll recovery process

8. Other related duties:

- Covering for Account Receivable Clerk in situations where the employee is absent or on leave.
- Assisting with special projects, from time to time, there may be special projects or initiatives that require additional resources or expertise.
- Responding to inquiries and providing customer service by answering questions, providing information, resolving issues, or directing individuals to the appropriate resources or departments. Attending meetings, either within their department or in cross-functional teams or committees, as required.
- Adhering to internal policies and procedures. Responsible for complying with internal policies and procedures, such as maintaining confidentiality.
- Other duties as assigned.

Positions Supervised

- This position is not responsible for the supervision of staff.

Contacts

- Senior Administrative Officer
- Directors
- Staff and Union
- Public

Work Environment

- The Town Hall can be a busy environment. The incumbent must be able to maintain concentration around many distractions and still ensure accuracy and attention to detail.
- Interaction with the Mayor, Council, Senior Administrative Officer and the public is a normal part of this position and requires tact and diplomacy.
- Patience and active listening skills are required on a regular basis when dealing with inquiries and concerns from the staff regarding payroll and benefits issues.

Knowledge, Education and Experience

- Office Business/Administration Diploma / Payroll Compliance Professional
- Demonstrated excellence in customer service and the ability to multi-task in a busy team environment is essential,
- 3 to 5 years of experience in payroll processing and benefits administration.
- Demonstrated ability to effectively communicate, oral and written, with others in English,
- Demonstrated ability to work effectively, individually and as part of a team and work with minimal supervision,
- Demonstrated ability to establish and maintain effective working relationships with a variety of internal and external customers,
- Demonstrated ability to use tact and discretion,
- One-year related experience in a municipal setting.
- Working knowledge of accounting

- A sound knowledge of office procedures and practices,
- Demonstrated knowledge and experience working with MS Office applications such as Word, Outlook, and Excel,
- Demonstrated ability to learn and develop the necessary skills required for the position.

Certification

I have read and understand this job description. I have been informed that it is a general description of the duties, responsibilities and qualifications required for my position which forms the basis for my classification level and against which my performance will be evaluated.

Employee's Signature

Date

I agree that these duties reflect the requirements of the job.

Employee Signature

Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Director of Corporate Services

Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Senior Administrative

Date