



## TOWN OF HAY RIVER – POSITION DESCRIPTION

### A. IDENTIFICATION:

<b>Position Title:</b>	<b>Payroll/Payable Clerk</b>
<b>Department:</b>	<b>Administration</b>
<b>Reports to:</b>	<b>Director of Finance and Administration</b>
<b>Date:</b>	<b>December 2022</b>
<b>Status:</b>	<b>Full-time</b>

### B. JOB SUMMARY:

The position of Payroll/Payable Clerk reports to the Director of Finance & Administration, and is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and expenditures, conducting financial reconciliations and preparing and monitoring the payroll system.

Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up to date, that staff are paid in a timely and appropriate manner and that vendors and suppliers are paid within established parameters and time limits.

### C. DUTIES & RESPONSIBILITIES

1. Performs the day-to-day processing of financial transactions to ensure that municipal finances are maintained in an effective, up to date and accurate manner. Process accounts payable, payroll and undertake bookkeeping duties within specific time frames. This includes but is not limited to:
  - Receives and verifies invoices and requisitions for goods and services, ensuring that transactions comply with financial policies and procedures
  - Prepares and data enter daily invoices batches for payment and process backup reports after data entry for review
  - Manages the bi-weekly vendor and employee payments process
2. Maintains vendor and forms database by entering new vendors as approved by the Director of Finance and Administration and making changes in a timely fashion to ensure accurate recording and distribution of payments.
3. Prepares monthly reports and reconciliations of accounts payable subledgers to the general ledger and accrual and clearing accounts, this will include monthly reconciliation to vendors statements where applicable.

4. Prepares, processes and reconciles the bi-weekly payroll for the employees, and monthly remuneration for the firefighters and Council to ensure timely payment by;
  - Process TD1 forms and verify pay amounts, hours of work, deductions, coding and obtain signatures on approval for positions
  - Prepare biweekly payroll batches for data entry along with source deductions and payroll tax remittances, and other remittances such as PSAC union dues, NEBS benefits, RRSP savings, GST etc..
  - Setup EFT payroll transfer files for approval and disbursement through the chartered bank
  - Prepare and submit ROE's for employees that have terminated.
5. With assistance from the Human Resources Manager, prepares, reconciles and monitors employee salary increments, payroll changes & vacation increases.
6. Oversees the annual payroll processes by;
  - a. Files filing annual T4's,
  - b. Preparing and balancing bank time & vacation time accrual reports.
  - c. Preparing the annual accrual for wages for the final pay period at year end
7. Assists the Director of Finance with preparation of the annual budget for importation into the accounting system
8. Performs other related duties as required.

## **9. KNOWLEDGE and SKILLS:**

The following knowledge and skills are required for an individual to be able to perform the duties of this position:

### **Education and Experience:**

- Grade 12 with basic accounting courses and 2 years directly related financial and administrative experience or equivalencies.

### **Job Knowledge Requirements:**

- knowledge of office administration procedures
- knowledge of accounts payable
- knowledge of payroll procedures and best practices

### **Technical Skills & Abilities:**

- computer skills including the ability to operate computerized accounting, spreadsheet and word-processing programs, and e-mail at a highly proficient level
- ability to maintain a high level of accuracy in preparing and entering financial and payroll information

### **Interpersonal Skills:**

- confidentiality concerning financial and employee files
- Excellent customer service/interpersonal skills
- Troubleshooting and problem solving skills
- Effective verbal and listening skills
- Time management skills

**10. POSITIONS SUPERVISED:**

- This position does not supervise anyone

**11. WORKING CONDITIONS**

**Physical Demands**

The Payroll/Payable Clerk will have to spend time sitting and using office equipment and computers, which can cause muscle strain. The Finance Clerk may also have to do some light lifting from time to time.

**Environmental Conditions**

The Payroll/Payable Clerk may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of colleagues, residents, clients and contractors.

**Sensory Demands**

The incumbent must spend time in intense concentration, and working on computers entering information which requires attention to detail and high levels of accuracy

**Mental Demands**

There are a number of deadlines associated with this position which may cause stress. The incumbent must also deal with a wide variety of people on diverse issues.

**12. CONDITIONS OF EMPLOYMENT:**

- Must have a satisfactory criminal record check

**13. CERTIFICATION**

**Position Title: Payroll/Payable Clerk**

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Supervisor Title</p> <hr/> <p>Supervisor Signature</p> <hr/> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p><i>“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.”</i></p>	

## **COMPETENCIES**

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Competencies are the attitudes, attributes, behaviours or other personal characteristics that are needed in order to perform a job well. Competencies are intended to complement the credentials, education and technical proficiency that an individual typically brings to a position. The Town will support staff in enhancing their competencies and learning to apply competencies to their daily work.

The following core competencies are expected of all employees of the Town.

Organizational awareness – understands big picture of issues facing the Town and community; aware of community events and occurrences; values the place of the Town within the community, understands the connection between his/her role and the vision and mission of the Town.

Customer Service – balances the interests of clients; re-adjusts priorities to respond to pressing and changing client needs. Anticipates and meets the needs of clients; achieves quality end products; committed to continuous improvement of services; ambassador for the Town to customers and clients.

Manage Resources Wisely – recognizes the value of resources - whether they are financial, human, information, material, assets, etc. – and strives to use these prudently and sustainably, in the best interests of the Town.

Interpersonal skills – considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; tactful, compassionate and sensitive; treats others with respect.

Oral Communication – makes clear and convincing points to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Written Communication – expresses facts and ideas in writing in a clear and organized manner

Problem Solving – identifies and analyzes problems; distinguishes between relevant and irrelevant information to make informed decisions; provides solutions to individual and organizational problems.

Continual Learning - grasps new information; recognizes own strengths and weaknesses; pursues self-development, seeks feedback from others and welcomes opportunities to learn new things.

Flexibility – open to change and new information; adapts behavior and work methods in response to new information; adjusts to new situations warranting attention and resolution.

Sound Decision-making – exercises good judgment in making decisions; seeks all the information to make informed decisions; perceives the impact and implication of decisions, even when data is limited or solutions produce unpleasant consequences.