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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Payroll

**Grid:** 22

**Class Title:** Payroll Supervisor I

### **I. Level Definition**

Positions at this level are responsible for the payroll function and may supervise one or two designated staff.

### **II. Typical Duties**

1. Calculates and distributes Receiver General cheques for Income Tax, Canada Pension Plan and Employment Insurance.
2. Calculates and distributes Minister of Finance cheques for superannuation; reconciles statements and completes refund, pension and personal record forms for superannuation.
3. Calculates Canada Savings Bond deductions and interest.
4. Completes T4 slips and reconciles to payroll register and Revenue Canada receipts.
5. Prepares and signs portable benefits letters such as paid vacation, sick leave and salary; provides information to staff and external agencies on pay matters such as vacation accumulation, levelling and pay policies; corresponds and makes corrections and adjustments as required.
6. Maintains security of timekeeping and payroll records.
7. Supervises one or two designated staff by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
8. Performs a variety of payroll duties such as completing salary warrants and benefit enrolment forms, calculating manual cheques and retroactive payments and completing payroll summaries and analyses.
9. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12, successful completion of a recognized payroll course and three years' recent related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.