
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Payroll

Grid: 17

Class Title: Clerk IV, Payroll

I. Level Definition

Positions at this level prepare records of employment for Employment Insurance (EI), calculate and prepare manual payroll cheques on terminations, leave of absence and/or severance, reconcile payroll deductions such as EI, pension plan, union dues and assessments, and may supervise one or two designated staff.

II. Typical Duties

1. Prepares and processes the records of employment for EI by calculating the required information such as hours worked, amount of entitlements and completing forms as required.
2. Calculates and prepares manual payroll cheques for adjustments such as terminations, leave of absences, severances and/or vacations.
3. Completes documentation and reconciles deductions related to enrolling employees into benefit plans, income tax, pension plans, EI and other related payroll deductions; reconciles statements for medical, dental and group life insurance plans and prepares adjustments to rectify differences between accounts.
4. 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.
5. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

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

(2) Skills and Abilities

- (i) Ability to keyboard at 45 w.p.m.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to supervise.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.