



Township of Blandford-Blenheim

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JOB DESCRIPTION

POSITION:	PAYROLL AND HUMAN RESOURCES COORDINATOR
DEPARTMENT:	FINANCE/ ADMINISTRATION
EMPLOYMENT TERM:	REGULAR FULL TIME
REPORTS TO:	DIRECTOR OF FINANCE/ CHIEF ADMINISTRATIVE OFFICER

POSITION SUMMARY

Under the joint direction of the Director of Finance and Chief Administrative Officer (CAO), the Payroll and Human Resources Coordinator is responsible for the administration and coordination of the Township's payroll and employee benefit functions and provides administrative and technical support for corporate human resources activities. The position coordinates payroll processing, employee records, pension and benefit administration, recruitment and onboarding, attendance and leave records, training records, human resources reporting and related employee lifecycle processes. The Coordinator works closely with Finance staff to support payroll-related accounting, reconciliations, budgeting, reporting and audit requirements. The position provides administrative and research support to the CAO and management team on human resources matters while ensuring sensitive employee information is handled accurately, consistently and confidentially. Strategic human resources direction, complex employee relations matters and significant employment decisions remain under the direction of the CAO.

PRINCIPAL RESPONSIBILITIES

Payroll Administration

- Coordinates and processes regular payroll for Township employees, Council, volunteer firefighters and other applicable employee groups. Implements the strategic direction established by the Director.
- Reviews timesheets, attendance information, overtime, premiums, deductions and other payroll information for completeness and appropriate authorization.
- Maintains employee payroll records, pay rates, deductions, banking information and other payroll-related data.
- Processes salary adjustments, retroactive payments, vacation payouts, termination payments and other payroll adjustments as required.
- Prepares and processes Records of Employment and other employment-related payroll documentation.
- Coordinates statutory and other payroll deductions and remittances in accordance with applicable requirements.
- Supports payroll year-end processes including reconciliation, T4 preparation and reporting.
- Maintains payroll calendars, schedules and established payroll controls.

- Responds to employee and management payroll inquiries and resolves routine payroll discrepancies.
- Maintains current knowledge of payroll requirements and identifies changes requiring updates to Township processes or systems.

Recruitment, Onboarding and Offboarding

- Coordinates the administrative components of recruitment processes.
- Prepares and posts employment opportunities and maintains recruitment documentation.
- Coordinates application materials, interview schedules, interview packages, candidate communications and reference checking.
- Prepares draft employment offers, employment agreements and related documentation for approval.
- Coordinates the onboarding process for new employees and works with departments to ensure required documentation, orientation, payroll, benefits, technology, training and workplace requirements are completed.
- Maintains onboarding checklists and employee orientation materials.
- Coordinates probationary period reminders and related documentation.
- Supports employee offboarding including documentation, payroll and benefit changes, return of Township property and exit processes.

Human Resources Administration and Employee Records

- Maintains complete, accurate and confidential personnel files and human resources records.
- Maintains employee information including employment status, position information, compensation, seniority, attendance, vacation, leaves and other employment-related information.
- Prepares routine employment correspondence, confirmation letters, forms and documentation.
- Maintains organizational charts, employee lists, job descriptions and other corporate HR information.
- Supports administration of Township human resources policies and procedures.
- Responds to routine employee and management inquiries regarding established HR policies, programs and procedures and refers complex matters to the Director of Finance and/ or CAO.
- Tracks important employment dates including probation periods, anniversaries, retirements, contract expirations and other milestones.
- Supports employee recognition and service award programs.
- Maintains records in accordance with Township records management requirements and applicable privacy legislation.

Human Resources Support and Coordination

- Provides administrative, research and coordination support to the CAO on human resources matters.
- Supports the preparation and organization of documentation relating to attendance management, performance management, accommodations, employee relations and other employment matters.
- Conducts research and prepares background information, comparative information and draft documentation for review by the CAO.
- Supports job description reviews, compensation surveys, job evaluation and pay equity maintenance activities.
- Assists with the development, review and implementation of human resources policies, procedures, forms and administrative processes.

- Provides administrative support relating to grievances, investigations, discipline and other labour or employee relations matters as directed by the CAO.
- Maintains confidentiality and exercises discretion when dealing with employee information and sensitive workplace matters.
- Escalates complex, sensitive or precedent-setting human resources matters to the CAO.

Attendance, Leaves, WSIB and Workplace Support

- Maintains employee attendance and leave records and supports administration of sick leave, vacation and other approved leaves.
- Coordinates routine documentation associated with occupational and non-occupational absences.
- Supports administration and documentation of WSIB claims and return-to-work processes in consultation with the Director of Finance and/ or CAO, supervisors and applicable service providers.
- Coordinates required information between employees, management, payroll, benefit providers and other agencies.
- Maintains confidential records relating to attendance, accommodations and return-to-work activities.
- Supports corporate health and safety administration and record keeping as assigned.

Finance, Reporting and Audit Support

- Works closely with Finance staff to ensure payroll information is accurately reflected in the Township's financial records.
- Prepares or supports payroll journal entries, payroll account reconciliations and allocation of wages and benefits to appropriate departments and accounts.
- Assists with salary, wage and benefit projections for annual budget preparation.
- Provides payroll and employee information required for financial reporting, year-end processes and external audits.
- Assists with reconciliation and reporting relating to payroll source deductions, Employer Health Tax, WSIB, benefits, pensions and other employment costs.
- Prepares regular and ad hoc reports regarding payroll, staffing, compensation, attendance, benefits and other workforce information.
- Provides limited administrative support to Finance on related corporate processes and projects as assigned.
- Identifies discrepancies and works with Finance and departmental staff to ensure appropriate corrections and internal controls.

Training and Corporate Programs

- Coordinates employee training records and assists with scheduling corporate training and professional development.
- Tracks mandatory employee training and provides reminders regarding outstanding or upcoming requirements.
- Assists with employee orientation sessions, corporate training initiatives and staff development programs.
- Supports employee engagement, recognition and other corporate workplace initiatives.
- Assists with special projects and organizational initiatives as assigned.

Systems, Records and Continuous Improvement

- Maintains the integrity and confidentiality of payroll, HRIS and related employee information systems.

- Performs regular reviews of employee information to identify errors, missing information or required updates.
- Develops and maintains standardized forms, templates, checklists and administrative procedures.
- Identifies opportunities to streamline payroll and human resources processes through improved procedures, technology and information management.
- Supports implementation and testing of payroll and human resources system updates.
- Maintains appropriate controls over access to confidential employee and payroll information.
- Provides recommendations to the Director of Finance and/or CAO regarding administrative improvements within assigned areas.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Finance and Chief Administrative Officer.

SUPERVISION EXERCISED

The position does not normally directly supervise employees.

The Coordinator may provide functional direction, training or assistance to employees regarding payroll, human resources systems, forms, documentation and established administrative procedures.

PREFERRED QUALIFICATIONS

- Post-secondary diploma or degree in payroll, human resources, business administration, accounting or a related discipline.
- Three to five years of progressively responsible experience involving payroll administration, human resources administration or a combination of related functions.
- Payroll Compliance Professional (PCP) designation through the National Payroll Institute, or progress toward the designation, is preferred.
- Experience administering employee benefits and pension programs is considered an asset.
- Experience with OMERS is considered an asset.
- Working knowledge of payroll administration requirements and applicable employment legislation.
- General working knowledge of the Employment Standards Act, Occupational Health and Safety Act, Human Rights Code, Pay Equity Act, Workplace Safety and Insurance Act and applicable privacy requirements.
- Strong computer skills including Microsoft Office and experience using payroll, HRIS and financial information systems.
- Demonstrated ability to work accurately with financial and employee information and meet recurring deadlines.
- Strong written and verbal communication, organizational, research and interpersonal skills.
- Demonstrated discretion, judgement and ability to maintain confidentiality when handling sensitive employee information.
- Equivalent combinations of education, training and experience may be considered.

WORKING CONDITIONS

The position operates primarily in an office environment and regularly handles confidential employee, payroll and financial information. Work involves recurring payroll and reporting deadlines, periods of concentrated attention and competing priorities.

The Coordinator interacts regularly with employees, management, Finance staff, external service providers and government agencies and must maintain professionalism, tact and confidentiality when dealing with sensitive information.

Occasional work outside normal business hours may be required to accommodate payroll deadlines, year-end requirements, recruitment activities, meetings or other corporate priorities.

COMPENSATION

Township compensation grid level: Band (5) - \$31.46 to \$39.33 per hour.
Employment terms and benefits are in accordance with Township policies.