



## **GREATER SUDBURY POLICE SERVICE**

Invites applications for the position of

### **PART TIME-PAYROLL PRACTITIONER**

**\$30.05- \$37.15/hour**

**The purpose of this position is to provide relief for the Payroll Coordinator during annual leave or other periods. Candidates who meet the qualifications and who are screened to move forward will be provided with a schedule to confirm availability. The annual relief schedule would be provided to the successful candidate on a yearly basis. This position is approximately 1400 hours annually.**

Under the direction of the Manager of Finance, the Payroll Practitioner is responsible for performing all aspects of the Service's payroll system including keying data, providing information to staff, interpreting compensation in the context of applicable Collective Agreements, Employment Standards Act and other relevant legislation.

#### **Specific Duties**

##### **Payroll Processing and time-keeping oversight**

- Receive and enter confidential payroll data in automated payroll program verifying accuracy.
- Prepare, enter/send payroll exports to the City of Greater Sudbury's Payroll System under time restrictions utilizing the services of the Service's automated payroll program.
- Enter and maintain all information in automated payroll program for new hires, non-employees, COP, Volunteers and ensure City HR has documentation.
- Track and Calculate effective dates for part time increments, vacation entitlement changes and in lieu benefits.
- Track and calculate effective dates for full time increments.
- Track acting time for Sworn Officers for increases.
- Maintain and update vacation and statutory entitlements ensuring liability is monitored and consistent with approved totals.
- Process documentation for supervisor's signature relative to acting pay, reclassifications, pregnancy and parental leaves, other leaves of absence, notices of hire, and terminations, including retirements.
- Follow up on payroll inquiries by personnel.
- Exercise knowledge of payroll procedures and policies.
- Attend professional development opportunities to enhance knowledge on payroll related legislation, including new legislative requirements.
- Routine audits and Year End reconciliations for employees time banks in automated payroll system.
- Monitoring and recovery of time owing from appropriate time bank.
- Yearly deposits of time banks according to collective agreement.
- Provide customer service, handling telephone and walk-in payroll inquiries.
- Provide guidance and interpretation on the Collective Agreement in reference to payroll and time and attendance inquiries.
- Maintain electronic payroll records in conjunction with the Retention Bylaw.
- Work with Health and Ability Claim Coordinator to ensure the timely entry and accuracy of all applicable payroll adjustments for members on personal health days, STD, LTD, and WSIB prior to sending to City.
- In conjunction with Manager of Human Resources and Professional Development verify permanent employee entitlements for offer letters.
- Calculate and input service pay entitlements, specialty pay entitlements and plain clothes allowances.
- Ensure that contracted dry cleaning service possesses current listing of qualifying personnel.
- Review payroll verification reports and match selected payroll documentation for verification by Manager of Finance.
- Ensure employees are compensated for continuing education reimbursements.
- Meet with new hires to review and assist with the completion of payroll documentation.
- Provide relief to Payroll Coordinator during periods of absence or other situations as required.

##### **Information Management / Report Writing**

- Protect and maintain confidential information at all times.
- Effectively handle and analyze data/information with internal and external community partners as required.

##### **Automated Payroll Program Database**

- Maintain Database
- Enter all classifications, increment increases and shift transfers for all members.
- Maintain and create schedules for all units of the service.
- Provide training to all staff members relevant to automated payroll system
- Respond to all payroll and time bank inquiries from member of the service.
- Ensure all groups of non-employees, city staff, volunteer, COP, are entered for tracking purposes.

### **Administrative Support**

- Meet with members to discuss Retirement dates and options, Pregnancy / Parental Leaves.
- Notify / contact members regarding return to work date from Pregnancy / Parental Leave and notify appropriate departments including City Human Resources and City Payroll.
- Accurately and efficiently perform office duties such as keyboarding, photocopying, filing, processing mail, answering phones for Finance Branch.
- Competently use computer and related software, photocopier and other office equipment to effectively perform duties as required.
- Use decision making and communication skills to effectively respond to requests for information. Share/pass on relevant information, and keep it in confidence.

### **Qualifications:**

- Successful completion of Secondary School (Grade 12)
- Minimum two year Accounting Diploma or equivalent
- Three to five years of experience working in a payroll position.
- Strong functional knowledge of integrated automated payroll systems
- Experience and demonstrated knowledge in interpreting collective agreements and relevant legislation.
- Demonstrated ability to maintain the strictest confidentiality within the Branch, ensuring the protection of privacy of all personnel and applicants.
- Demonstrated ability and proficiency in advanced computer and software applications such as Microsoft Word and Excel.
- Keyboarding skills of 45 w.p.m.

### **Assets:**

- Bilingualism (English/French).
- Payroll Compliance Practitioner (PCP) designation.

### **Skills:**

- Strong interpersonal, written, and oral communications skills.
- Strong analytical problem solving skills.
- Excellent coordinating and organizational skills.
- Excellent data entry skills with speed and accuracy
- Exceptional critical thinking skills, including system, process and business analysis.
- Exceptional organizational and time management skills with the ability to prioritize.
- Must be self-motivated and possess the ability to work with minimum supervision.
- Must be detail oriented, and capable of working independently or as part of a team
- Ability to compile and disseminate information.
- Ability to work under pressure to meet deadlines.
- Ability to maintain accuracy with a large volume and diversity of work.
- Ability to create and develop new solutions and procedures.
- Ability to organize and prioritize work using initiative and judgment.
- Ability to work independently and collaboratively as part of a team.
- Ability to maintain accuracy with large volume and diversity of work.
- Proven ability to maintain strict confidentiality.

Appropriate accommodations will be provided upon request throughout the hiring process as required under the Greater Sudbury Police Services Employment Accommodation Policy and the Accessibility for Ontarians with Disabilities Act (AODA).

The selection process will reflect the dedication of the Greater Sudbury Police Service to the principles of Equal Opportunity.

**We thank all Applicants; however only those selected for an interview will be contacted.**

**Please submit a cover letter and resume relating your knowledge, skills and experience to the qualifications listed in this posting. Completion of an Application for the position of Part Time Payroll Practitioner is required**

**Submit applications by e-mail to [GSPS.HR@gsp.ca](mailto:GSPS.HR@gsp.ca) or by mail to:**

**Greater Sudbury Police Service  
Attention: Human Resources Branch  
190 Brady St. Sudbury, Ontario P3E 1C7**

**Application Deadline: Monday October 5<sup>th</sup> 2020 at 0800hrs**