

COMMUNITAS – Staff Position Description
ADMINISTRATIVE SUPPORT STAFF

TITLE: Payroll Assistant

REPORTS TO: Payroll Manager

POSITION SUMMARY

This position provides assistance to the Communitas payroll department in the areas of payroll and benefits administration for a staff of 450 employees, including unionized and non-unionized settings.

TASKS PERFORMED

1. Assist in processing semi-monthly payroll for all Communitas staff
 - Set up and maintain shift schedules in Avanti
 - Ensure accuracy of approved timecards; crosscheck with request forms (e.g. LOA, training response, vacation, etc.)
 - Print payroll processing reports
 - File transfers (EFT)
 - Regular backups/updating
2. Compile and distribute various post-payroll reports:
 - Produce Records of Employment
 - Vacation and banked time reconciliation
 - Statutory deductions reconciliation
 - Employee receivables reconciliation
 - MPP remittance and reconciliation
 - WorkSafe BC setup confirmation
3. Prepare and distribute various monthly reports/spreadsheets:
 - Monthly reconciliations: Life T/B (union and non-union), Global Health (union and non-union), Union Dues, garnishees.
 - Union Dues remittance
 - Employee donations reports
4. Liaise with DMI/WCB regarding earnings information requests
5. Assist Payroll Manager with various processes as required in order to maintain knowledge needed to fill in during absences
6. Keep abreast of current payroll legislation and benefit policies/contracts – union and non-union
7. Other duties as required

REQUIREMENTS

- Completion of Payroll Compliance Practitioner (PCP) certification is an asset
- Experience processing payroll (for over 100 employees is an asset)
- Experience with Avanti payroll system is an asset
- Excellent computer skills and experience with Microsoft Excel/Word and online reporting systems
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Excellent written and verbal communication skills
- Strong data entry skills and attention to detail
- Excellent teamwork skills, as well as the ability to work independently
- Ability to relate effectively with management and staff
- Excellent organizational skills
- Ability to work accurately and effectively in a fast-paced and changing environment