

City of Thorold

Payroll and Benefits Administrator (Non-Union)

DepartmentFinance	Reports toDirector of Finance
Pay Grid Level 5	Hours of Work35
Position Family Supervisor	LocationCity Hall

Job Summary

Reporting to the Director of Finance, the Payroll and Benefits Administrator is responsible for administering and delivering employee services focused on total compensation best practices, payroll and HRIS processing optimization, OMERS pension, and providing supplemental consultative support as content expert. These responsibilities will ensure payroll, compensation, and benefits administration, are delivered as required and assigned. Additionally, the Payroll and Benefits Administrator may be the primary liaison between employees and the carriers of pension, retirement and benefits plans.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> • Post-secondary diploma or degree in Business Administration or related field
Experience	<ul style="list-style-type: none"> • Minimum 5 years’ experience in payroll and benefits administration (Total Compensation) in a municipal environment, preferably a unionized workplace • 3 to 5 years recent experience working with HRIS and time keeping and payroll processing systems required • Supervisory experience required • Demonstrated high level interpersonal skills in handling sensitive and confidential situations and documentation • Proficient skill level with Microsoft Applications
Qualifications, Certifications or Designations	<ul style="list-style-type: none"> • Payroll Compliance Practitioner (PCP) designation • Certified Payroll Manager (CPM) designation an asset

Supervision

# of Reports	Direct: 2	Indirect: none
Titles of Direct/ Indirect Reports	• Assistant to Finance (2)	

Duties & Responsibilities

Payroll Processing

- Responsible for the preparation and submission to bank of the bi-weekly/or monthly/or annual payroll for all municipal employees for Director of Finance (or designate) approval demonstrating accuracy and thoroughness by monitoring work to ensure quality and excellent attention to detail
- Confirm the time and attendance entered into the payroll system is correct and resolve issues as they arise making necessary corrections, and communication such changes as is appropriate.
- Responsible for reconciliation of all benefits and deductions, preparing audits and reports as requested
- Ensure remittances for government deductions and third party deductions are paid
- Ensure compliance with relevant legislation, regulations and corporate policies consistent with collective agreement terms and conditions; remain apprised of legislative and technological changes impacting payroll processing;
- Preparation of T4's/T4A's
- Preparation of Records of Employment
- Recommend improvements to corporate policies, procedures and process improvements relating to the payroll processing, benefits administration and payroll information system
- Liaises with government agencies to keep abreast of relevant legislation and regulations affecting payroll
- Process on-boarding, employee transfers and terminations in a timely manner, updating all applicable corporate records and accurately calculate payouts or adjustments required
- Provide reports to the Director of Finance as required

Pension and Benefit Administration

- As content expert, responsible to provide information pertaining to employee benefits plans and pension plan administration
- Enroll and terminate employees in benefit plans; administer and implement plan changes as directed and preparing communication of change information to applicable employee group(s) ;
- Process and administer benefit claims (including extended health, life, STD, LTD, WSIB and OMERS); liaise with benefit providers, providing updates and audits on benefits utilization and trends
- Ensure pension contributions are calculated and remitted, with necessary reporting in compliance with the OMERS Act and applicable policies

JOB DESCRIPTION

- Ensure benefits billing is correct and charged to appropriate departments, performing audits and reports as directed

Labour/Employee Relations

- Provide support to management team and provide information to employees pertaining to general payroll and employee benefits issues as needed
- Liaises with government agencies to keep abreast of relevant legislation and regulations affecting payroll and employee benefits administration
- Responsible for the supervision and direction of the two Assistants to Finance
- As Payroll and Benefits content expert, responsible to assist as corporate resource for administration and interpretation of three collective agreements and non-union terms and conditions of employment, participate in contract negotiations as required

Additional Information

Responsible for the administration and compliance with the following legislation by acting as Corporate content expert by possessing the working knowledge of employment law, including but not limited to:

- Employment Standards Act
- Labour Relations Act
- Income Tax Act
- Workplace Safety and Insurance Act
- OMERS Act

Working Conditions

- Typical office environment,
- Able to work under minimal supervision
- Mental and visual concentration
- Strict deadlines

Approvals

	Name	Signature	Date
Director	Maria Mauro	<i>Maria Mauro</i>	April 2025
Chief Administrative Officer	Manoj Dilwaria	<i>Manoj Dilwaria</i>	April 2025

IMPORTANT NOTE

The statement above reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

JOB DESCRIPTION

Updated: April 2025

	Name	Signature	Date
Incumbent			