



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: PAYROLL COORDINATOR
DEPARTMENT: FINANCE
POSITION TYPE: UNION
PAY GRADE: PAY GRADE 15
LAST UPDATED: MARCH 2025 (Under Review)

NATURE AND SCOPE OF WORK

Reporting to the Manager of Finance, with considerable liaising with members of the Human Resources Department, the incumbent performs payroll-related accounting work of intermediate to senior complexity and is responsible for the payroll administration, benefit reconciliation, creating journal entries, and preparing a variety of financial reports related to payroll.

The incumbent is expected to work independently with minimal supervision, be solution and detail oriented, demonstrate good judgement and exercise complete discretion and confidentiality.

This position requires a high level of organization, accuracy, attention to detail, and the ability to prioritize work in order to meet multiple deadlines. The incumbent may be required to provide support to other finance staff during peak periods and as backup when required.

As a member of the City of Colwood team and workplace community, the incumbent is responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

TYPICAL DUTIES AND RESPONSIBILITIES

- Administers the City's payroll function, including the preparation, processing, submissions, reconciliations, and adjustments of all payroll records and general ledger accounts, including annual T4/T5 forms and Municipal Pension Plan reports.
- Reconciliation and remittances for all benefits and deductions through the payroll system.
- Enters annual vacation and sick entitlements for all employees in accordance with employment agreements and/or contracts, in consultation with the Human Resources Department.
- Balances monthly general ledger accounts related to payroll.
- Responsible for the year end journal entries related to accruals, balancing, and the closing of all payroll general ledger accounts.
- Assists with the preparation of budget information, year-end financial statements, and supporting working papers related to payroll, as required.
- Actively participates in audit preparation and meets with auditors to verify and answer payroll-related questions.
- Coordinates with the HR Department to enroll and onboard new hires into the payroll system. Conducts payroll-related orientation with new employees.
- Responsible for the records management of all payroll files.
- Assists the Human Resources Department with reports and analysis as required.



- Assists the OH&S Advisor and HR with WorkSafe BC claim information as required.
- Prepares various reports for the Leadership Team related to attendance, salary surveys, benefit plans, statistical reports etc.
- Is an active participant of the Finance team, identifying opportunities to improve business processes, both within the department, and across the organization.
- Performs other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED*

- Grade 12 High School graduation.
- Completion of a two-year diploma in Business, Human Resources, Accounting, or equivalent.
- Minimum three (3) years of related full-cycle payroll experience in a multi-union and non-union environment(s), including reconciling employee benefits programs.
- Demonstrated experience and proficiency using complex payroll software.
- One-year practical general accounting experience.

**An equivalent combination of training and experience may be considered.*

PREFERRED TRAINING AND EXPERIENCE

- Experience with budgeting concepts and software is a strong asset.
- Preference will be given to candidates with relevant recent municipal government or related government experience.
- Experience with current municipal financial and/or payroll software is an asset.

REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS

- Certified Payroll Compliance Professional (PCP) with the National Payroll Institute.
- Active member of the National Payroll Institute.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the methods, practices, and principles of preparing, calculating and processing all aspects of payroll including activities relating to hourly wages, salaries, leaves, benefit reconciliation, superannuation reporting, year-end reconciliation, as well as monthly and year-end government reporting.
- Sound working knowledge of relevant regulations and standards, including but not limited to Employment Standards, CRA regulations, benefit plans, relevant collective agreements, employment agreements and contracts, City policies, and other current Canadian payroll legislation.
- Ability to interpret and understand multiple collective agreements.
- A sound working knowledge of the principles and practices of municipal accounting and financial software as it relates to processing payroll, budget, and benefits administration.
- Ability to interpret and understand complex benefits plans including Municipal Pension Plan provisions.
- Ability to communicate effectively, using tact and discretion, both verbally and in writing to City staff, elected officials and the public.



- Ability to work both independently, and as a team member.
- Excellent problem solving, customer service and interpersonal skills.
- Ability to use judgement and discretion in handling and maintaining confidential information.
- Ability to organize and prioritize work; be capable of multi-tasking while meeting strict payroll deadlines.
- Ability to sustain concentrated attention to detail to perform duties with a high degree of accuracy.
- Ability to perform account analysis and reconciliations.
- Advanced computer skills using MS Word and Excel.

Demonstrate proficiency in the core competencies of:

- **Adaptability:** Willingness to be flexible in a changing environment.
- **Relationship Building:** Establishes and maintains respectful and cooperative working relationships.
- **Effective Communication:** Communicates effectively with others.
- **Problem Solving:** Recognizes and acts to resolve problems.
- **Organization:** Organizes the work so that others will understand it to achieve the City's goals.
- **Customer Focus:** Provides excellent service to both internal and external customers.
- **Safety Focus:** Remains mindful of physical and psychological safety at all times and plans and performs work in a way that minimizes risk of injury to self and others and models sound occupational health and safety practices.
- **Collaboration:** Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals.