



## **POLICY & PROCEDURE**

**Title:** Payroll Clerk

**Category:** Administration

**Date:** January 26, 2021

**Authority:** CAO

**Policy No.:** 8.3.6

### **POLICY STATEMENT**

This policy statement establishes the job description for the position identified herein.

### **POSITION SUMMARY**

1. The Town of Unity establishes that in accordance with the organizational chart for the Town, this position is included within the Collective Bargaining Agreement as negotiated with C.U.P.E Local 2752, the position is classified as in scope.
2. Under the direct supervision of the Assistant CAO, it shall be the duty to carry out the processing of payroll, Accounts Payable, Account Receivable, Utility Billing duties, as well as any other Administrative and clerical services as required. *(Subject to change from time to time)*

### **DUTIES AND RESPONSIBILITIES**

Payroll including but not limited to:

- Administer payroll for Council, staff, and Volunteer Fire Fighters.
- Verify time sheets and enter on computer for payroll processing.
- Review payroll edit lists for accuracy, print and distribute deposit slips.
- Set up records for new employees, prepare offer of employment letters, copy drivers licenses for insurance purposes, and maintenance of personnel files.
- Process termination documents, including Record of Employment.

- Administer benefit plans, vacation, and sick time.
- Remit required payments to Revenue Canada, MEPP, Municipalities of Saskatchewan (formerly known as SUMA) benefits, and CUPE.
- Prepare payroll expenditure report for Council meetings.
- Reconcile month end and year end payroll records.
- Issue T4's and Revenue Canada Reporting.
- Liaise for WCB Claims and yearly submission of WCB annual return.
- Processes TD1 and associated forms annually.

Accounts Payable including, but not limited to:

- Responsible for all Accounts Payable functions:
  - Code invoices to proper accounts, enter invoices, post invoices, print cheques, list of accounts for approval, month/year end tasks, etc.

Accounts Receivable including but not limited to:

- Responsible for all Accounts Receivable functions:
  - Issuance of invoices, follow up and collection for past due accounts at month end, month/year end tasks, etc.

Utility including but not limited to:

- Responsible for performing all duties of the utility billing, including processing of monthly/quarterly utility bills, recording/billing changes, past due reminders, final notice for unpaid utilities, shut off water services for nonpayment, balancing of utilities and meter deposits, etc.

General Office Duties including but not limited to:

- Preparation/delivery of bi-monthly Council packages for Drop Box.
- Clerical work of answering phone calls, emails, or other inquiries, and refer customers to the proper official.
- Front counter work to collect taxes, utility accounts, license fees, plus any other accounts due to the Town. Ensure deposits are performed once receipts accumulate to the sum of \$3,000.
- Responsible for dealing with Bylaw Enforcement Officer, Public Works, Recreation, and General Government for the issuance/filing of documents including Order to Remedy, warnings, etc.
- Management of office inventory, Municipal records, Cemetery, and Hall Bookings.
- Processing/collection of incoming and outgoing mail.
- Assist other staff due to absences and/or excess workload.

- Quarterly Newsletter
- Responsible for the issuance/delivery of minutes, reports, letters, and any other documents as required by the CAO.
- Perform all other duties as may be directed by the CAO.

**PREFERRED QUALIFICATIONS AND CREDENTIALS:**

- Minimum Grade 12
- Experience in computerized accounting and payroll systems.
- Two years relevant work experience.
- Proven communication and public relation skills.
- Ability to work independently, to prioritize the workload and complete tasks in an organized manner.
- Willingness to further education/training courses as recommended by the CAO.
- Microsoft Office/data entry experience

**Document Revision History**

January 26, 2021 – New policy