



# NIAGARA REGIONAL POLICE SERVICE

## Civilian Career Opportunity

<b>Position Title:</b>	Payroll Specialist
<b>Location:</b>	5700 Valley Way, Niagara Falls
<b>Association:</b>	Niagara Regional Police Association
<b>Position # applied for:</b>	C03/2022
<b>Posting Date:</b>	May 11, 2022
<b>Closing Date:</b>	June 1, 2022

### Position Summary:

The Payroll Specialist is accountable for administering the Time and Attendance System, Employee Information System (EIS), and related systems, improving associated processes and ensuring the integrity of reported financial payroll data for the Niagara Regional Police with a focus on audit, compliance, and support with respect to the collective agreements, Service policy, Canadian payroll, labour, and tax legislation.

### Major Responsibilities:

- Audit, reconcile, and ensure data entry integrity in Kronos (time and attendance system):
  - Coordinate user ID allocation and assign Kronos functionality to end users.
  - Maintain and update training manuals.
  - Organize and facilitate user training.
  - Provide telephone and e-mail support to users.
  - Prepare internal correspondence on EIS related matters.
  - Answer inquiries from supervisors concerning members' time bank balances.
  - Maintain bank balances and make adjustments as necessary for new employees and employee absence periods.
  - Enter daily rosters for small units and temporary employees.
  - Process and enter all duty roster correction forms, court time, and special duties.
  - Process and enter accrual adjustments and payouts including year-end rollover/payout of leave banks.
  - Complete bi-weekly audit and review procedures for the Service to ensure accuracy and integrity of the time and attendance information.
  - Audit, review, and maintain post 1990 sick plan.
  - Monitor Kronos entries of all users in the Service, and troubleshoot issues and errors arising out of audits
  - Assist in the development of queries and reports to support the management of the Kronos system.
- Management of payroll related information for existing and new members including processing all regulatory tax forms, employer deductions and bank changes that occur during the year.
- Process all payroll transactions for all employees including hires, transfers, status changes, termination final pays, leave pay-outs and disability top up pay.
- Responsible for administering the taxable parking benefit according to CRA regulations.
- Generate and analyze multiple audits and reports used to balance and reconcile to ensure accuracy of input and adherence to controls, policies, collective agreements, government regulations, taking corrective action as required after consultation with departments involved.
- Administer Record of Employment for all employee terminations and retirements.
- Administer pay adjustments as required and prepare manual cheque requests to Region in accordance to the pension and tax regulations.
- Validate waiting period is served and calculate maternity or parental leave top up and verify for accuracy.

- Monitor all members receiving WSIB benefits and manually calculate WSIB top-up pursuant to the Collective Agreement and WSIB award according to WSIB legislation.
- Ensure garnishments received and processed within the system according to the legislation.
- Investigate all employee inquiries regarding their pay, benefits, tax and statutory deductions in a timely fashion.
- Prepare and reconcile Retiree quarterly billing statements for Region billing process
- Participate in continuous improvement projects for the department (e.g., policy and procedure related).
- Participate in collective agreement implementations.
- Make time/attendance/payroll related presentations to new recruits and newly promoted Sgts./Staff Sgts.
- Maintain and disperse per diems to new recruits, and annual tuition reimbursements.
- Assist other members of the Finance Unit and provide relief coverage in their absence as required.
- Other related duties as assigned.

#### **Job Specifications:**

- Minimum 3-year college diploma (e.g., business, bookkeeping, accounting, software, etc.) plus 2 years of relevant pre-job experience, or an equivalent combination of education and experience.
- Payroll Compliance Practitioner (PCP) designation required.
- Knowledge of relevant legislation such as Employment Standards Act, Income Tax Act, Workplace Safety and Insurance Act, Family Responsibility and Enforcement Act etc. and ability to understand and interpret collective agreements
- Excellent verbal and written communication and customer service skills
- Highly organized with an ability to prioritize and multi-task in a fast-paced environment
- Detail oriented with advanced analytical/mathematical/research skills
- Ability to work independently and as part of a team
- Ability to maintain confidentiality
- Data entry and typing skills (40 wpm)
- Proficiency in MS Office and payroll systems such as PeopleSoft and Kronos

**This is a permanent full-time opportunity with the Service with an annual salary starting at \$73,599.90.**

#### **How to Apply:**

Qualified applicants are invited to submit a resume and cover letter via

<https://niagarapolice.formbuilder.ca/Human-Resources/Civilian-Application-Form>

We thank all applicants in advance for their interest. Only those candidates selected to proceed in the process will be contacted.

The Niagara Regional Police Service is an equal opportunity employer which values diversity in the workplace. We will provide accommodations for a disability in employment activities, in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. Please contact us at (905) 688-4111 Ext. 102-5129 or [careers@niagarapolice.ca](mailto:careers@niagarapolice.ca) if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process.