



## **Payroll Analyst Financial Services**

### **Title**

Payroll Analyst – Financial Services

### **Scope of Responsibilities**

The Payroll Analyst is responsible for assisting the Payroll Team with the day-to-day planning, operations and problem solving to support the efficient processing of payroll in a high volume, unionized environment. The Payroll Analyst works with the Payroll Manager and the Payroll Supervisor to ensure the required service levels, standards and deadlines are maintained. Through a hands-on approach, the Payroll Analyst will work with Payroll Clerks to coordinate and handle payroll documentation, update and maintain SAP, and conduct payroll audits. The Analyst will also be responsible for the effective and efficient operation of the payroll general ledger accounts. In addition this position will have responsibility to the Budget Manager to assist with budgeting requirements and support the Organizational Management (OM) function in SAP. Working collaboratively with the Department, the Payroll Analyst reports directly to the Payroll Manager.

### **Competencies Required**

The Payroll Analyst for the Halifax Regional Centre for Education shall have the following competencies:

- (a) The ability to analyze procedural and/or system problems, develop, recommend and implement solutions as appropriate;
- (b) The ability to apply knowledge and experience in utilizing advanced information systems (including SAP) involving data processing and analyzing and reporting information;
- (c) The ability to apply effective time management strategies;
- (d) The ability to work effectively within a team environment;
- (e) The ability to effectively coordinate and manage employee information and documentation;
- (f) The ability to provide quality front line customer service;
- (g) The ability to demonstrate positive interpersonal skills in dealing with conflict and problem solving;
- (h) The ability to accept increasing responsibility as delegated by an immediate supervisor;
- (i) The ability to maintain and apply knowledge of payroll legislation, Canada Revenue requirements, and the interpretation and application of collective agreements;
- (j) The ability to utilize current technologies such as database, spreadsheet, word processing, e-mail, internet, and presentation software;
- (k) The ability to work and communicate effectively internally within Financial Services, and externally with other departments and schools as well as outside agencies and individuals such as provincial departments, Canada Revenue Agency and Benefit carriers;
- (l) The ability to promote and maintain confidentiality as the norm;
- (m) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;

- (n) The desire and the ability to engage in continuing education and professional development.

### **Qualifications**

- (a) Recognized business diploma, Canadian Payroll Certification Level 1, or the equivalent obtained through training and experience;
- (b) Minimum three (3) years experience in payroll combined with a solid background in database management and report writing;
- (c) SAP experience related to HR/Payroll;
- (d) Previous progressive analytical experience, in a payroll/accounting environment.

### **Specific Job Components**

The Payroll Analyst shall perform those tasks assigned by the Payroll Manager. Those tasks may vary from time to time with the evolution of the organization and include, but are not limited to the following:

- (a) Support the activities of Payroll Clerks to ensure the payroll function is carried out in a timely and efficient manner and make system recommendations where appropriate;
- (b) Assist the Payroll Supervisor to ensure the payroll system database is maintained and up to date, including representing Payroll on SAP project teams, as well as logging remedy tickets and undertaking testing within SAP;
- (c) Develop, implement and maintain payroll business processes with the support of management, including updating the procedures;
- (d) Audit entries made by the Payroll Clerks, including Lump Sum Adjustment calculations;
- (e) On a rotating basis complete the timesheet upload;
- (f) Monitor and respond to the departmental email inquiries;
- (g) Provide back-up support to the Payroll Clerks;
- (h) Prepare financial and payroll analysis and reporting;
- (i) Assist in ensuring that all payroll interfaces are accurately balanced and posted to the general ledger;
- (j) Reconcile payroll bank accounts;
- (k) Complete WCB reconciliations and claims management;
- (l) Assist in the operating budget processes and support the OM function as required;
- (m) Develop and maintain good working relationships with Human Resources staff to ensure effective communication between departments;
- (n) Other duties as required.