

# SOUTHERN RAILWAY OF BRITISH COLUMBIA



## Job Description



<b>Job Title</b>	<b>General Payroll Clerk</b>	<b>Job Group: 06</b>
<b>Work Location:</b>	<b>Head Office, New Westminster</b>	
<b>Division/Department:</b>	<b>Finance</b>	
<b>Reports to:</b>	<b>Manager, Banking, Credit and Payroll</b>	
<b>Status:</b>	<b>Full-time</b>	<b>Affiliation: Non-exempt</b>

### Duties & Responsibilities:

- Variety of clerical duties such as answering the telephone, reply to routing inquiries or redirect calls as appropriate, maintain records, and pen and date stamp all incoming invoices to AP Clerk, scan & save PDF copies of cheques received, route incoming mail; deliver personal/confidential mail to the appropriate employee mail slot; scan incoming cash receipts and complete daily bank deposit;
- Perform payroll processing for MoveUp members and Southern Railway of Vancouver Island union employees based on collective agreements and company policies.
- Audit employee payroll entries and reports in payroll software for correctness and completeness.
- Oversee payroll transactions including calculations, deductions and withholdings.
- Upload data from payroll software to Enterprise Resource Planning (ERP) and process employee Electronic Fund Transfer (EFT) and accounting reports on bi-weekly basis.
- Maintain employee information such as banking, address and dependents.
- Verify and maintain AV, RWWL days, Banked O/T, sick leave; provide year-end entitlements.
- Reconcile employee benefits to provider statements
- Train new employees on timesheet entry in payroll software.
- Respond to payroll enquiries and concerns from employees.
- Respond to questions from outside parties such as WorkSafeBC, CRA, benefits provider and wage verification requests.
- Generate periodic payroll reports to management as requested.
- Prepare CRA/pension/union dues payment requisitions and backup for A/P clerk.
- Maintain company address book (A/R, A/P, payroll) in ERP and update as required.
- On a relief basis, perform the duties of the AR Clerk.
- On a relief basis, perform the duties of the Payroll Clerk.
- Prepare weekly deposit and deliver to the bank in person for any cheques rejected by bank scanner.
- Forward deposit detail (cheques and backup) to AR Clerk.
- Maintain compliance with all company policies and procedures.
- Perform other related duties as assigned by supervisor.

### Education and/or Work Experience Requirements:

- High school diploma or GED required.
- Canadian Payroll Associate Certificate from a recognized post secondary institution.

- Two (2) to 4 years experience in a related or similar field OR a combination of education and experience.
- Valid driver's license.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Excellent computer proficiency (MS Office: Word, Excel, Outlook and an inventory control software).
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.

<b>SRY HR Approval:</b>		
<b>MoveUp Approval:</b>		<b>Approval date:</b>