

SOUTHERN RAILWAY OF BRITISH COLUMBIA



Job Description



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

Duties & Responsibilities:

- Perform payroll processing for CUPE members of Southern Railway based on the collective agreement and company policies. Set up new employees in the payroll software and/or Enterprise Resource Planning (ERP) systems, including wages, banking and tax information.
- Audit employee payroll entries and reports in payroll software for correctness and completeness. Follow up with appropriate supervisors regarding unapproved time entry as needed in order to process bi-weekly payroll and/or month end accounting accruals.
- Oversee payroll transactions including calculations, deductions and withholdings.
- Upload data from payroll software and process employee EFT and accounting reports on bi-weekly basis.
- Prepare remittance of payroll taxes, pension, union dues and other deductions/withholdings and provide backup for AP clerk.
- Prepare adjustments or manual cheques/EFT as required. This includes pay advances, interim pay cheques, and final payment for terminating employees. Calculate gross pay, income tax, CPP, UIC, other deductions and net pay.
- Verify and maintain AV, RWWL days, banked time, sick leave; provide year-end entitlements.
- Upload shift schedules and time off schedules in to Replicon using RIA tool ERP.
- Reconcile employee benefits to provider statements and make adjustments and notify supervisor of discrepancies. Process changes of status affecting benefits. Set up arrears for employees on leave without pay/sick leave.
- Maintain records of income continuance claims and processes employee payments in accordance with collective agreement and insurance provider.
- Other tasks include:
 - Train new employees on timesheet entry in Replicon ERP.
 - Respond to payroll enquiries and concerns from employees.
 - Respond to questions from outside parties such as WorkSafeBC, benefits provider, CRA and wage verification requests.
 - Maintain employee information such as banking, address and dependents
 - Prepare and issue payroll related records including records of employment, T4's, and benefit reports as required.
 - Generate periodic payroll reports to management as requested.
 - Perform relief coverage for the payroll General/Payroll Clerk position duties.

- 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.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Excellent computer proficiency MS Office (Word, Excel, Outlook).
- 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.

SRY HR Approval:

MoveUp Approval:

Approval date: