

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>PAYROLL ACCOUNTING CLERK</b>		
<b>DEPARTMENT:</b>	Development, Projects & Right of Way	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543136
<b>HOURS OF WORK:</b>	33.75	<b>GRADE/CLASS:</b>	0.09
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Manager of Administration, this position will be responsible for the following duties: coordinate and input into HRMS daily all departmental hourly and salary employee payroll information including Workplace Safety and Insurance Board (WSIB) related information, sick leave, vacation, overtime, etc. based on specified time frames; Prepare and/or distribute various reports as requested by accessing electronic and hard copy records and, when required, performing necessary computations; Sort and distribute salary and hourly pay stubs for department; Verify crew cards daily; Consult with supervisors and make necessary adjustments to hourly payroll; Attends off-site meetings as required; Batch crew cards and submit to Corporate Services; Prepare each pay period all standby pay, shift premium, supervisor's clothing allowance, salary overtime, tool allowance on gross pay sheets as required; maintain a filing system of employee absences, hourly and salary payroll information including overtime reports, gross pay sheets, etc.; Responds to frequent telephone inquiries regarding payroll information, etc.; Analyze payroll default account each pay period and prepare necessary transfer and adjustment journals to correctly allocate costs; Ensure all year end overtime, meal allowances, etc. are recorded in the appropriate fiscal year. Maintain amiable relations with the public and fellow staff. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post-secondary education in Accounting from a Community College or University or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience in a computerized Accounting environment;
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's Licence will be required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must be proficient in the use of MS Office 2007 Suite of Products (including Outlook, Excel & Word);
- Must be capable of working with minimal supervision;
- Must have proven oral and written communication skills;
- Payroll experience will be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.**