



CITY OF  
PRINCE GEORGE

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# ROLE DESCRIPTION

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**JOB TITLE:** ACCOUNTING & PAYROLL SPECIALIST **SCHEDULE:** EXEMPT

**DIVISION:** FINANCIAL SERVICES

**DEPARTMENT:** FINANCE

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## **GENERAL ACCOUNTABILITY:**

This role is responsible for processing bi-weekly payroll for all City and Library employees, supervising the Accounting Clerks, overseeing the financial functions and supports for other departments, as well as assistance with the overall accounting needs of the organization.

## **ORGANIZATION STRUCTURE:**

This position reports directly to the Supervisor, Financial Services and supervises the Accounting Clerks.

## **SCOPE:**

The Accounting & Payroll Specialist provides leadership, direction, coordination of activities, assignment of tasks and daily supervision to the Accounting Clerks. The incumbent is responsible for hiring, orientation, performance evaluation, training, scheduling hours, approving leave and, as required, progressive discipline.

The incumbent is responsible for processing bi-weekly payrolls, which involve the administration of earnings, deductions and accruals. The incumbent will respond to a wide variety of pay-related queries from employees and the organization regarding gross pay determination, statutory deductions, seniority data, earnings, and similar matters from employees, managers, external agencies, etc. In addition, the incumbent provides guidance and training to employees in time entry and year-end processes, prepares cheque requisitions and manual cheques, reconciles remittances for payroll accounts, garnishments and EFT for employees' net pays and maintains employee auto allowance and insurance in accordance with the Transportation Policy. This role also performs payroll year end activities and prepares T4's and WCB remittances.

The Accounting & Payroll Specialist is a primary contact for accounting queries and will provide financial support to assigned departments as required to fulfill the financial reporting requirements of the organization. The incumbent will be responsible for monitoring internal controls to ensure the accuracy of the General Ledger and performing month-end and year-end processes including maintaining records, compiling journal entries and year-end working papers, calculating accruals, reconciling accounts, and utilizing software applications to prepare and confirm accuracy on a variety of reports such as costing, projections, variance reporting and financial analyses. The incumbent assists in the preparation of statutory financial reports and the annual financial statements. This role also participates in special projects as assigned.

In this position, the incumbent will be considered an expert in the City's fully integrated financial system, JD Edwards EnterpriseOne, and will be involved in implementing upgrades and testing processes to verify programming changes and ensure expected results. The incumbent will also work with other members of the integrated testing team and consultants to ensure the data is flowing to the appropriate modules and implement changes. This role will be responsible for scripting and updating of processes, scripting testing scenarios and results, and documentation of training manuals.

**CONTACTS:**

The Accounting & Payroll Specialist has significant interaction with employees at all levels: time entry staff, finance and other staff and is required to provide responsive, professional assistance. The incumbent liaises closely with other Departments. The incumbent also liaises with external agencies such as Canada Revenue Agency, Human Resources Development Canada, Municipal Pension Plan, external auditors, the Ministry of Attorney General and other service providers.

Discretion in dealing with private and confidential matters is paramount in this role, as is the ability to deal compassionately with employees in stressful situations.

**EDUCATION/TRAINING:**

Completion of a Diploma in Finance or Business Administration and a Canadian Payroll Association (CPA) Payroll Compliance Practitioner (PCP) certificate or equivalent is preferred. Further qualifications include five years of experience in processing payroll for a large employer; significant expertise in using a complex computerized financial system (JD Edwards EnterpriseOne preferred); and financial and accounting transactions, including year-end functions. An accounting degree, accounting designation, CPA Certified Payroll Manager (CPM) certificate, municipal or other government, or unionized environment experience, are considered assets. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

**Critical attributes include:**

- Considerable knowledge of fundamental accounting principles.
- Considerable knowledge of payroll, including federal and provincial legislation.
- Strong computer abilities in a Windows-based environment. Considerable knowledge of and ability to use a complex HRIS system, Outlook, Word, and Excel.
- The ability to handle multiple tasks and a demanding workload, and effectively meet deadlines.
- The ability to perform financial tasks such as preparing and reconciling remittances, costing information, and performing year-end processes and financial analyses.
- The ability to keep abreast of payroll-related legislation and City collective agreement and policy changes.
- Resourceful and able to apply continuous improvements to processes.

- A results-driven, high-energy team player that functions within, and contributes to, a proactive work group that approaches challenges in a constantly changing environment, with a positive outlook and enthusiasm.
- Strong customer service orientation.
- The ability to openly and respectfully communicate in a way that promotes understanding in both verbal and written form.
- Exceptional interpersonal skills.
- Strong organizational skills.
- Demonstrated initiative and the ability to function in an independent manner.
- Sound problem solving and decision making abilities.
- Discretion in handling confidential matters, tact, and diplomacy.
- Excellent presentation and instruction skills.

Driver's License:

No.

Vehicle Usage:

No.

Police Information Check:

Yes. As a condition of employment, the incumbent must be able to obtain and maintain a Police Information Check.

Prepared by: Dalio / Halvorson

Date prepared: February 2020

Revised by:

Date revised: