



LOCH LOMOND VILLA, INC. JOB DESCRIPTION

DEPARTMENT:	Finance
JOB TITLE:	Payroll Coordinator
CLASSIFICATION:	Non-Bargaining
SUPERVISED BY:	Accounting Manager
DATE OF REVIEW / REVISION:	09-2007, 07-2008, 12-2009, 01-2014 11-2015, 02-2021

NATURE OF POSITION: Full-time

To prepare the Home's biweekly payroll for both Loch Lomond Villa, Inc., and Loch Lomond Villa Community Services Inc. other than Senior Managers and all related reports.

Commit to meeting the individualized needs of the residents who live at Loch Lomond Villa through the Planetree Philosophy of Person-Centered Care.

Conduct all actions according to the mission of Loch Lomond Villa, promote its organizational values and commitment to function as part of a team.

QUALIFICATIONS:

- Minimum of Bachelor of Administration or equivalent.
- Minimum of one (1) year on the job experience completing payroll.
- A working knowledge of Sage300 for Windows and Microsoft Excel and Word.
- Ability to meet and deal pleasantly with the public.
- Ability to perform duties without constant supervision.
- Ability to handle confidential information with the proper regard.
- Ability to relate to the elderly, and clients who are mentally and/or challenged/impaired.
- Ability to work well with others and function as a team member.
- Ability to read, write, and follow written/verbal instructions
- Good previous work and attendance record.
- Neat and clean in appearance.
- Physically able to perform all assigned duties.
- Must provide a Criminal Record check/Vulnerable Person Check.
- Must pass a Department of Social Development Record Check.
- Must pass pre-employment medical.

REGULAR DUTIES and/or RESPONSIBILITIES:

- Prepare biweekly payroll including the following steps: enter electronic and manual timecards for staff from each department, into payroll system; Calculate, and process same, transmit to bank and generate and distribute pay stubs by email.
- Payroll to be calculated by following the Home's policies and applicable Collective Agreements.
- To accurately maintain all employee information, rates, and other information within the Sage300 payroll system on timely and consistent manner.
- To prepare and distribute to Department Managers: Seniority Reports, Employee Status Reports and other reports as required.
- To complete ROEs and other government forms as required.
- To deduct and remit amounts garnished by government or other amounts for payrolls.
- Maintain the Home's Group Insurance Plan.
- Maintain Pension Plans for all staff.
- Annually to balance and complete T4's.
- Maintain benefits file on reduced work week staff.
- Write confirmation of earnings letters for staff.
- Prepare retroactive payments as required when new contracts are signed.
- To complete statistical information as required by government.
- To maintain personal files containing TD1s, bank account information, and authorization for deductions for each staff member.
- To provide information to management as requested.
- To issue Dry Cleaning Allowances in the first pay after September 1st.
- Annually to issue sick time reports as required by Employee Contracts.
- Proper regard for confidential information
- Reviews annually the Loch Lomond Villa Policy Manual, Infection Control, Emergency Preparedness Manual, WHMIS and any other manuals.
- Attend Staff meetings and education sessions as required.
- Maintains good customer relations with residents, families, co-workers, other departments, and the community.
- Ensure Quality Management and Risk Management activities are carried out in the Department. Complete audits as needed.
- Participate in and promote the: Attendance Support / Early and Safe Return to Work /Quality Management Programs in addition to Accreditation Canada standards.
- In case of fire, or other internal disaster or community disaster perform duties as assigned.

ASSIGNMENT OF RESPONSIBIITY AND ACCOUNTABILITY FOR HEALTH AND SAFETY:

- Has made a commitment to Health & Safety and is committed to doing his/her part in keeping their workplace safe and to safeguarding their fellow employees and residents they serve.
- To take part in all Safety Programs provided (i.e. Emergency Preparedness, WHMIS, Infection Control).
- Participate in Back-In-Form exercises before beginning work.

- To read, understand and comply with Loch Lomond Villa’s Health and Safety Policy, safe work practices, procedures, and rules.
- To wear all safety equipment and personal safety devices and clothing required by regulations and the organization.
- To notify his/her supervisor of any unsafe conditions or acts that may be a danger to residents, other workers, or himself/herself.
- To report all accidents and injuries to his/her supervisor as soon as possible.
- To take every reasonable precaution to protect the safety of residents, other workers, and himself/herself.

N.B. CLAUSE:

The above duties are only the basic and prime duties of the job. Related or allied duties will be assigned from time to time, as may become necessary to the operation of the Home.

I have read the job description as stated above and understand that any of the tasks may be modified or changed. I accept responsibility for knowing the modifications and/or changes in this job description. I can perform the essential functions of this job as listed above, with or without reasonable accommodation.

Employee Signature:

Date: