

November 13, 2024

JOB OPENING: Permanent assignment.

PAYROLL TECHNICIAN
Treasurer's Office - Material Resources Division

The workplace is at 90, Roosevelt Avenue. Reporting to the Division Head - Financial Resources, the incumbent is responsible for the processing and execution of payroll and provides technical support in the administration of benefits. He/she contributes to any other task that requires his/her expertise in these areas.

The work consists of performing various technical and administrative tasks related to the compensation and benefits of the City's employees as well as the pension plans. It also involves monitoring current operations and the various stages of processing the resulting files. In addition, the incumbent acts as a resource person for employees and various internal and external stakeholders in matters related to his/her activities. Finally, the incumbent ensures that deadlines are met and that the files under his/her responsibility are followed up and controlled administratively.

EXAMPLES OF TASKS PERFORMED

- Performs operational or administrative duties necessary to produce payroll for all categories of employees and pension payments, if necessary, makes appropriate adjustments.
- Inputs, verifies and corrects the various payroll data for all departments in accordance with the collective agreements, the management compensation policy and the laws in force. Ensures the various stages of processing of the resulting files.
- Ensures compliance with payroll production schedules as well as employee bank processing throughout the year.
- Processes and monitors the compensation of elected officials and committee members in accordance with the law.
- Calculates, oversees the day-to-day operations and steps necessary to process employee benefits, workers' compensation, preventative withdrawal, maternity, paternity and/or parental leave, salary insurance and premiums.
- Calculates salaries, retroactivity, special payments, salary scales, deductions at source, various time banks, amounts due, in accordance with collective agreements, working conditions, laws and regulations in force.

- Performs and verifies the calculations of the various accounts payable related to processing, controls mandatory remittances such as: issuance of tax forms, union dues, pension plan, insurance, wage garnishment, alimony, etc., as well as optional deductions (donations, savings bonds, mortgage payments) and follow-up on costs for employees following a work accident.
- Carries out and ensures the input of parameters related to various personnel movements (promotion, transfer, assignment, retirement, death, termination, pension review) and other payments such as lump sum, retroactivity, payment of grievances and interest, etc.
- Verifies the conformity of expense accounts by validating that the prescribed form is duly completed, the supporting documents are attached and accompanied by all relevant documentation according to the directives and policies of the Town.
- Analyzes, validates, reconciles various data, computerized lists, monetary transactions, files or other reports related to total compensation. Makes the necessary corrections.
- Establish amounts owing to the Town by employees or retirees in respect of specific transactions and any other overpayments.
- Applies collection mechanisms to recover amounts owed by employees and retirees. Makes installment payment arrangements in accordance with established guidelines.
- Consolidates, balances, updates and corrects databases, subsidiary records, files and other monetary transactions related to the various files in the information systems associated with the activities in his/her work area. Assumes the input, verification and control of all transactions related to employee compensation.
- Ensures compliance with deadlines, monitoring and financial or administrative control of files under his responsibility. Reports any anomalies to his/her superior.
- Provides employees with payroll information. Acts as an interface with municipal services, unions and outside organizations for all activities related to his/her field of work; transmits, as needed, the necessary documents.
- Guides and directs some employees to related tasks and checks the quality of work.
- Participates in the review of administrative procedures and work methods. Verifies the quality of the resulting information. Suggests improvements to his/her superior.
- Writes correspondence or other detailed reports. Compiles various data and prepares statistics related to his/her work.
- May use a variety of office equipment to perform job-related tasks, using appropriate programming.
- Performs any other related duties as requested.

REQUIRED TRAINING AND EXPERIENCE

Hold a college diploma in a related field.

Minimum of two (2) years of experience in a similar job, enabling the jobholder to become familiar with the job sphere.

QUALITIES

Good knowledge:

- The fundamentals of payroll processing;
- Methods and procedures for calculating compensation;
- Monetary clauses in collective agreements and pension plans;
- Data coding and computer requirements;
- Payment arrangement guidelines;
- Excel and Outlook software (intermediate level of knowledge).

Knowledge:

- French.

Skills or Abilities:

- Work under pressure of time constraints and with diligence;
- Analyze data;
- Deal with clients;
- Organize your work according to deadlines;
- Perform calculations with precision;
- Apply the clauses of collective agreements;
- Use initiative, judgment, tact and courtesy;
- Problem solving;
- Write correspondence and prepare detailed reports;
- Provide quality work performance and customer service.

CONDITIONS

The Town of Mount Royal has advantageous conditions for its employees. For this position, it offers, among others:

- A salary range between \$36.05 and \$47.13 per hour;
- A stable schedule of 35 hours per week from Monday to Friday;
- Floating holidays and sick leave;
- Possibility of working from home;
- On-the-job training.

PLEASE NOTE

Applications will be accepted until **Wednesday, December 4** at **4:30 pm**. Interested candidates should send their resume to Sandra Grenier by email at humanresources@town.mount-royal.qc.ca, mentioning competition number **2024-47**.

Only candidates selected for an interview will be contacted.



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