



LEGISLATIVE ASSEMBLY OFFICE

JOB SUMMARY

Human Resource Services

Payroll Officer

March 2024

The Legislative Assembly Office (LAO) supports the Speaker and Members of the Legislative Assembly, providing nonpartisan procedural, administrative and educational services.

Human Resource Services (HRS) provides customized programs and services, expert advice and responsive compensation and benefits to 87 Members of the Legislative Assembly (MLAs), their constituency offices, caucus offices, the office of the Speaker, the management and staff of the Legislative Assembly Office as well as former MLAs.

The Payroll Officer is part of a team responsible for the delivery of comprehensive payroll services to the Legislative Assembly and Legislative Assembly Office. This position is responsible for providing effective, efficient consultation and co-ordination of compensation and benefits as well as supporting the delivery of the payroll.

Human Resource Services operates in accordance with LAO policies, procedures and protocols, the *Legislative Assembly Act*, Standing Orders, direction from the Speaker, the Members' Services Committee and the Clerk in addition to federal and provincial legislation, public service policies and HR best practices.

Responsibilities

1. Administer and process all aspects of the payroll cycle to ensure accurate and timely pay within established policies, procedures, regulations and federal and provincial legislation
2. Consult with client groups to co-ordinate and deliver compensation and benefits programs, ensuring an exceptional level of client service
3. Analyze and reconcile payroll changes and payments, explaining discrepancies and recommending solutions
4. Maintain all employee data in the payroll/Human Capital Management (HCM) system and benefit carrier systems
5. Support the timely and accurate delivery of the LAO monthly and variable payrolls, using the payroll/HCM system
6. Develop, maintain and support a variety of reports and queries using reporting tools in the payroll HCM system
7. Support the efficient transition of constituency and caucus staff as well as MLAs through general elections, by-elections and cabinet shuffles
8. Contribute as an active team member to LAO initiatives, which may include supporting the Clerk, Speaker, ceremonial and conference functions
9. Demonstrate commitment to workplace health and safety by following safe work practices and reporting work-related accidents and hazards immediately
10. Participate in the classification, maintenance, retention and disposition of records within the guidelines of the LAO's file classification and retention schedule
11. Demonstrate support for a positive workplace culture and the valued behaviours pursuant to the respectful workplace policy

Knowledge, Skills and Abilities

- Minimum five years of experience processing payroll, interpreting policy and working with clients on complex payroll-related issues
- Completion of a related diploma (equivalencies will be considered)
- Completion or pursuit of the Payroll Compliance Practitioner (PCP) is preferred
- Demonstrated knowledge of the full payroll cycle, including mandatory payroll deductions
- Demonstrated understanding of general accounting and taxation principles
- Advanced knowledge of benefit and pension plan structures as well as classification and compensation systems
- Experience working in payroll systems integrated with Dynamics 365
- Experience working with the UKG HCM system
- Demonstrated knowledge of Canada Revenue Agency regulations and guidelines and employment standards legislation
- Highly proficient with Microsoft Office, including advanced Excel skills
- Excellent ability to critically analyze complex situations and research and recommend practical solutions
- Demonstrated effectiveness in providing exceptional client service
- Strong interpersonal and communication skills, both oral and written
- Excellent attention to detail and accuracy
- Exceptional time management and prioritization skills with proven ability to recognize and meet tight deadlines
- Ability to work independently as well as actively contribute to the team environment in a fast-paced setting
- Knowledge of public service policies, procedures and regulations relating to HR issues, including classification systems, is considered an asset
- Must be able to handle confidential information in an ethical and professional manner