



PAYROLL ASSISTANT

Waterloo Regional Police Service

With more than 1000 sworn and civilian members, the Waterloo Regional Police Service (WRPS) requires a temporary full-time **Payroll Assistant**. The WRPS delivers exceptional police services to more than 575,000 residents. The Waterloo Region is a vital and prosperous community in Southern Ontario that offers the unique combination of a growing urban centre surrounded by four rural communities. You will work in a community proud of its diversity, and within an organization focused on its people.

As the **PAYROLL ASSISTANT**...

You Will:

- Process payroll for all members on a biweekly basis;
- Maintain members attendance records and leaves of absences using the payroll system and time and attendance management system;
- Audit weekly electronic time cards for errors and omissions to ensure accuracy;
- Ensure payroll information is submitted for processing within established timelines and in compliance with WRPS policies, procedures, and applicable collective agreements;
- Apply and interpret Collective Agreements in relation to compensation using multiple salary tables;
- Maintain payroll information and access to electronic paystubs by entering required data into the payroll system;
- Set up and monitor progression salary changes, experience allowance changes, and specialized premiums, including off-grid members due to assignment transfer/changes;
- Collaborate with Human Resources to maintain relevant information in the payroll system to track employees' seniority, permanent hire dates, and vacation entitlement;
- Provide information to members on payroll-related matters;
- Offer support to Finance, Human Resources, and other department members regarding the procedures and business practices for pay and compensation related matters;
- Assist with the implementation of system upgrades and other related changes (e.g., Collective Agreements);
- Collaborate with Human Resources to provide information regarding historical sick programs and claims processed, employee absenteeism information, balances of sick time hours, and other payroll related information;
- Update pay and time off entitlements to reflect enrollment in short and long-term disability/sick plans;

- Be responsible for the documentation and updating of all standardized payroll processes;
- Verify retirement and resignation calculations as required;
- Calculate, reconcile, and distribute information for financial payouts; and
- Compile statistical reports, statements, and summaries related to pay and attendance.

You Have:

- Comprehensive knowledge of payroll regulations and administration, basic accounting principles and practices, and payroll and time and attendance software, procedures, and protocols;
- Compensation experience in a unionized environment, working with multiple Collective Agreements;
- Successfully completed a 2-year Community College diploma in a business-related field (e.g., accounting) with a National Payroll Institute Level II Certification; or three years' experience in payroll and/or compensation administration. An equivalent combination of education and experience may be considered;
- Knowledge of applicable legislation, including the Employment Standards Act, OMERS regulations, the Income Tax Act, and any Provincial and Federal regulations pertaining to payroll;
- Excellent interpersonal and communications skills, including excellent writing and proofreading skills;
- Proficiency using Microsoft Office programs, such as, Word, Excel, and Outlook; and
- A valid Class "G" Ontario Driver's License, with no more than six (6) demerit points.

You Are:

- Able to acquire knowledge of general policies, practices, and procedures established for WRPS;
- Able to travel to various locations within the Region and occasionally attend training outside of the Region;
- Able to meet police security clearance requirements and maintain confidentiality;
- Able to participate as an effective team member, and support and project values compatible with the organization; and
- Able to meet testing requirements for the position.

Why join WRPS?

- Ongoing professional development
- Excellent benefits and pension
- Dynamic, exciting work environment
- Strong, supportive leadership
- Employee fitness and wellness programs
- 2022 hourly rate: \$39.02/hour

If you're interested in this position, please apply online by May 30th, 2022 at 3pm.

Please ensure you provide all supporting information from current and past employment (if applicable) to specify how you meet the requirements for this position in your online profile. You will be assessed based on the information provided in your application.

As a condition of employment all new members of the Waterloo Regional Police Service are required to provide proof of full vaccination, prior to commencing their employment, for any virus or communicable diseases arising from a declared pandemic/epidemic (e.g. Covid-19), and must do so for any vaccinations required after their first date of employment. Applicants who are not able to be fully vaccinated as a result of an accommodation requirement pursuant to the Ontario Human Rights Code, are required to disclose this to the Human Resources Advisor coordinating the hiring process, and to provide any information requested in support of an exemption request.

*If you require accommodation in completing the application process, or with any portion of the application process or interview, please email the WRPS at HumanResources@wrps.on.ca.
Diversity through inclusion – we are an Equal Opportunity Employer.*

We thank all applicants; however, only those selected to move forward will be contacted.