



**FULL TIME
JOB POSTING #2022-022**

**Payroll, Administrative Assistant
Finance Unit, Command**

SALARY RANGE: \$70,923 - \$81,992

START DATE: TBD

The Barrie Police Services Board is seeking qualified applicants for the position of a full time Payroll, Administrative Assistant. The incumbent will work as an effective member of the Finance team to maintain and prepare payroll along with time and attendance duties for the Service. The Administrative Assistant will support personnel within the Service interacting with tact, diplomacy, discretion, and professionalism.

Reports to: Manager, Finance Unit

Principle Duties and Responsibilities

- Review and approve the submission of time claims and entitlements as per the Collective Working Agreements.
- Respond to all payroll, time, and attendance inquiries.
- Provide OSL training to staff members.
- Maintain employee schedules including adjustments for training and transfers.
- Process and maintain employee information for payroll, benefits, and pensions.
- Prepare reports and input time and attendance data for bi-weekly payroll processing.
- Create, maintain, and audit rosters for the Service.
- Balance bank deposit of cash payments.
- Enrolment of new employees for payroll, benefits and OMERS.
- Oversee day-to-day functional support of OSL and collaborating regularly with staff and technical support to troubleshoot and resolve defects and escalations.
- Year-end reconciliation of employee time banks.
- Time bank deposits according to the Collective Agreement.
- Annual leave entries for all units.
- Contractual payroll updates and increases.
- Maintain the utmost confidentiality of personal and sensitive information.
- Other duties and projects as assigned.

*Note: All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

The Barrie Police Service offers a competitive salary and excellent benefits. As a member of a growing and dynamic organization committed to the public safety of the community, the ideal candidate must possess:

Essential Qualifications

- Be at least 18 years of age
- Be a Canadian Citizen or hold Permanent Resident Status
- Possess a valid “G” Drivers Licence
- Be physically and mentally able to perform the duties of the position

Education:

- Ontario Secondary School Diploma (OSSD); or High School Equivalency Certificate (GED)
- Minimum 2-year Accounting Diploma
- Payroll Compliance Practitioner (PCP) designation
- Minimum of 9 months related work experience

Desired Knowledge, Skills, and Abilities

- Proficient in OSL and SAP.
- Demonstrated technical software skills.
- Effective written and oral communication skills.
- Exceptional organizational and time management skills to work in a fast-paced environment, adjusting priorities to accommodate deadlines and peak period workloads.
- Ability to read and interpret policies and procedures.
- Advanced knowledge of Microsoft Office products including Word, Excel, PowerPoint.
- Demonstrated ability to work independently with minimal direction, and as an effective team member.
- Proven ability to interact diplomatically, tactfully, and confidentially with all levels of the Service and external contacts while establishing and maintaining effective working relationships.
- Excellent data entry skills with speed and accuracy.

Working Conditions

- The successful incumbent will work in a climate-controlled office environment using a keyboard and mouse for extended periods, with ability to move around.
- The incumbent must be able to maintain a high level of concentration for extended periods.

How to Apply

Posting Date: November 18, 2022

Closing Date: December 9, 2022

All interested **INTERNAL** candidates currently covered by the terms and conditions of the Barrie Police Service, Civilian Working Agreement, shall submit their cover letter and resume, outlining all education, training, and work experience to Sandra Moore, Administrative Assistant #9019 Human Resources and Employment Unit, on or before 3:00 pm on the closing date.

EXTERNAL candidates, please submit a **COMPLETE** application package to the address below or by email, including a Civilian Application Form, Civilian Authorization for Release of Information Waiver, Cover Letter, and Resume, outlining education, training, and experience to support the essential qualifications and knowledge, skills, and abilities of the position prior to 3:00 pm on the closing date.

Late or incomplete submissions will not be accepted.

**Barrie Police Service, Employment Unit
Job Posting #2022-022 - Payroll, Administrative Assistant
110 Fairview Road, Barrie, ON L4N 8X8**

Complete application packages may also be emailed to recruiting@barriepolice.ca with all documents contained in one (1) PDF no larger than 30MB.

Forms and Waivers may be found at www.barriepolice.ca under the Join Our Team tab →Civilian Employment →Application Process.

In accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*, Barrie Police Service strives to ensure that all recruiting practices and processes are non-discriminatory and barrier-free. If contacted in regard to this competition, please advise the Human Resources Representative of accommodation measures you may require during our selection process. Personal Information is collected under the authority of the Police Services Act to determine eligibility for employment. Personal information collected in response to this posting is collected under the Authority of the Police Services Act to determine eligibility of employment.

Barrie Police Service Values

Through our actions and dedication, we model the principles of Professionalism, Respect, Integrity, Diversity, and Excellence. (P.R.I.D.E.)