

Position Description

Position: Administrative Officer, Payroll
Department / Unit: Finance and Commercial Contracts
Position Status: Permanent Full time
Operational Report: Manager, Finance

Primary Objective: The Payroll Officer is primarily responsible for the end to end management and processing of the College's fortnightly payroll for all staff and the provision of a high quality comprehensive payroll service ensuring that salaries and expenses are paid within the regulatory framework.

This position will also provide support to the Finance team including but not limited to end of month reconciliation, general administration, and accounting support.

POSITION IN CONTEXT

Under direct supervision from the Manager, Finance, this senior and highly experienced Payroll Officer performs the role of a Payroll Manager and manages various accounting functions which include processing payroll, developing various reports by researching and gathering information, statistics etc; maintaining confidential payroll records, filing payroll tax returns, collecting, organising and reporting financial information used in audits, budget development and other duties as assigned. This role works closely with the Finance department also in conjunction with producing reports and working within other financial systems which ties back to the College's general ledger and other financial modules.

KEY DELIVERABLES & ACCOUNTABILITIES

Payroll Preparation & Management

- End to end payroll administration, management and reporting;
- Monthly and end of year reporting;
- Monthly, end of year and ongoing financial reporting and general ledger entries, reporting and other relevant financial system reports and entries as required;
- Meeting all payroll timelines and delivery;
- Perform timesheet calculation and data entry deduction calculations and maintenance, reporting and file maintenance, manual checks, pay increases, wage garnishments, worker's compensation payments and direct deposit submission;
- Review time sheets, work charts, wage computation, and other information in order to detect and reconcile payroll discrepancies and ensure accuracy of payroll;
- Record changes affecting net wages, for example exemptions, insurance coverage, and loan payments for each employee to update master payroll records;
- Manage the College's Micropay Meridian payroll system and ensure that employee information is accurate and up to date;
- Review Connx timesheets fortnightly ensuring accurate and timely allocation of hours, leave entitlements and other allowances to the College's costing system;
- Utilising the Meridian system calculate and process employee leave entitlements, including but not limited to; annual leave, personal leave, time in lieu and long service leave, in accordance with relevant agreements;
- Process transactions in relation to payroll tax, superannuation, deductions, salary packaging and provide relevant information to external parties in a timely, accurate and efficient manner;

- Prepare calculations and processing of termination pays, redundancy payments and advance pays, where required;
- Process and manage salary packaging and sacrificing arrangements for staff;
- Manage payroll tax deposits, manual tax calculations/reconciliations, quarterly and annual tax reporting and ensure compliance with current tax legislative requirements;
- Coordination of superannuation contributions ensuring the College meets the statutory requirements;
- Manage work flow to ensure all payroll transactions are processed accurately and timely;
- Understand proper taxation of employer paid benefits;
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records;
- Record employee information, such as exemptions, transfers, and resignations, in order to maintain and update payroll records; and
- Issue and record adjustments to pay related to previous errors or retrospective increases.

Payroll Reporting

- Maintain reports and payroll transactions to support the integrity of the system and to meet audit requirements;
- Ensure end of year procedures are followed including reconciliation lodgement of taxation requirements e. g: payment summaries;
- Produce various payroll, leave and hr related reports by conducting research, analysis, gathering information and statistics and generating reports;
- Preparation of various payroll related reports for Directors and CEO as required;
- Ensures all reports are accurate and disbursed in a timely manner;
- Update and reconcile monthly bank statements;
- Development of monthly, quarterly and end of year financial, general ledger and operational reporting;
- Prepare periodic reports of earnings, taxes, and deductions;
- Keep records of leave pay and non taxable wages;
- Prepare and balance period-end reports, and reconcile issued payrolls to bank statements;
- Compile statistical reports, statements, and summaries related to pay and benefits accounts, and submit them to appropriate departments; and
- Ensure the accuracy of Payroll integration to general ledger.

Payroll Administration

- Remain current on new legislation and regulatory ruling impacting payroll. Enforce adherence to requirements and advise management on required actions;
- In collaboration with Manager Finance, evaluate and analyse existing payroll policies, procedures and business processes; draft, propose and implement changes and/or quality control measures leading to best practice operations; and
- Encourage and implement continuous improvement measures within Payroll.

Customer Service

- Assist College employees by providing customer service, advice and support on matters relating to Connx Employee portal including timesheet and leave enquiries, new starter set-up and training, wage and salary enquiries and deductions;
- Provide accurate information to employees and managers on payroll matters, tax issues, employee salaries in accordance with the relevant Agreement, Awards, and legislative provisions; and
- Liaise with the line managers, third party associations and other stakeholders to ensure effective external and internal relations are maintained.

General Administration/Accounts

- Assist with the reconciliation of end of month accounts;
- Assist in the development and maintenance of Payroll standard operating procedures;
- Assist with the preparation of Payroll related correspondence as required;
- Other duties as directed by Manager, Finance or Senior Financial Services Manager and will be developed based on the degree of experience of the candidate; and
- Ad hoc accounting activities as required.

General

- Maintain knowledge of relevant legislation changes in tax and deduction laws that apply to the payroll process.

File and Database Management

- Maintain records and filing system for payroll department in a confidential manner, including employee files, wage garnishments, taxes, payroll reports, social club payments, workers compensation payments and any other payroll related information;
- Set up and maintenance of general office management systems, including filing systems and databases, as per College Policy; and
- Establish hard copy and electronic filing (where appropriate) of general correspondence, financial records, papers and other confidential materials, as per College Policy.

RELATIONSHIPS

- The effective performance of the position requires that harmonious and productive working relationships are developed and maintained throughout the Business Operations department and across the professional and administrative structure of the College, and with external stakeholders.
- This position reports to the Manager, Finance.

Internal Relationships:

- Chief Executive Officer
- Senior Financial Services Manager
- Finance Team staff
- College Head Office staff
- Branch Staff

External Relationships:

- Relevant external bodies

EMPLOYEE EXPECTATIONS

Corporate Citizenship

All employees are expected to contribute to the development and maintenance of the College as an organisation. This means:

- Using resources responsibly and supporting the College's conservation measures;
- Maintaining standards of ethical behaviour and practice;
- Meeting the College's performance standards; and
- Participating in corporate development initiatives.

The Employer and Employee Relationship

We have shared responsibility for maintaining good employer/employee relationships. This means:

- Acting to ensure a safe and healthy working environment at all times;
- Focusing our best efforts on achieving the College's objectives;
- Raising and addressing issues of concern promptly;
- A performance agreement will be reached between a staff member and their manager containing a specific expectation annually or other time frame as appropriate;
- Ability to build relationships, work collaboratively and consultatively within a small team environment, with other College staff, Senior Officers of the College, Fellows, Chairs of relevant committees and working parties, and external agencies; and
- Demonstrated capacity to work independently with minimal supervision and collaboratively within a team.

Client and Stakeholder Commitment

All employees are responsible for striving to continuously improve service quality. This means:

- Taking the initiative to meet the needs of the client stakeholder;
- Involving the client/stakeholder in defining expectations around the nature of the services to be delivered and the timeframe;
- Keeping the client/stakeholder informed of progress;
- Following through on actions and queries; and
- Following up with the client/stakeholder on their satisfaction with the services.

Professional development

As the business of the RANZCP office of President and CEO develops, the responsibilities and functions of positions will change. All staff are expected to contribute and adapt to change by:

- Undertaking professional development;
- Maintaining currency of professional expertise in order to maintain credibility;
- Applying skills to a number of long and short-term projects across different parts of the organization; and
- Undertaking such other duties as the CEO may reasonably require.

Commitment to Workplace Health and Safety

- To be fully aware of and comply with current responsibilities and requirements of the relevant state OHS Acts, Regulations and Organisational Policy/procedures applicable to their activities;
- Report all hazards, incidents and injuries in accordance with legislation and College reporting procedures;
- Ensure liaison with employee health and safety representatives and managers / directors in regard to OHS Issues; and
- Participate in programs and assessments to improve health and safety in the workplace.

KEY SELECTION CRITERIA

Education and Experience:

- Minimum of 5 years payroll experience processing a multi-state payroll in a SME environment;
- Minimum 5 years commercial experience in a corporate environment;
- Sound accounting and/or financial knowledge;
- Demonstrated data entry and computer based payroll and/or accounting systems experience;
- Working knowledge of and experience in Micropay Meridian is essential;
- Working knowledge of and experience in Connx is desirable;
- Experience in business process integration and process re-engineering is essential; and
- Understanding of / and or experience in a membership organisation is desirable.

Knowledge and Skills:

- Proven high level of accuracy and attention to detail;
- The ability and desire to improve current systems through newly defined efficiencies and process improvement initiatives;
- Ability to interpret and apply relevant legislative and award requirements;
- Strong computer skills, experience with MS Office programs, including but not limited to: word-processing, email, preparation of tables and proficiency in Excel spreadsheets. Sound understanding and/or experience with databases is essential;
- Excellent time management skills including the ability to plan, set priorities and to meet deadlines, with flexibility to alter priorities to meet changing demands;
- Operational knowledge of Australian payroll and best practice;
- Strong knowledge of federal and state regulations; and
- Strong decision-making, problem solving and analytical skills and mindset.

Personal Attributes:

- Ability to build relationships, work collaboratively and consultatively within a small team environment, with other staff and Senior Management of the College and external agencies.
- Demonstrated capacity to work both independently/autonomously with minimal supervision and collaboratively within a team.
- Demonstrated integrity, resilience and commitment to pursue organisational goals in a changing environment
- High degree of professionalism and the ability to deal sensitively with confidential material and matters;
- Strong interpersonal and communication skills and the ability to communicate with various levels of management.
- Ability to work independently in a time sensitive environment.
- Ability to maintain confidentiality is mandatory; and
- Ability to work in an evolving and challenging environment.