



Position Description

POSITION TITLE:	Administrative Assistant Payroll/ATB Agent
DEPARTMENT:	Administration
REPORTS TO:	Corporate Services Director

SUMMARY OF POSITION:

The Administrative Assistant Payroll/ATB Agent position is responsible for performing all functions of the payroll process as well as the ATB Agency. This position is required to have a strong knowledge of the payroll system to be able to process payments to employees, take appropriate deductions, record sick and vacation leave, as well as any other payroll related functions. You are required to complete semi-monthly Receiver General and L.A.P.P. statements up to be paid and monthly Group Insurance payment statements for accounts payable. For the duties of the ATB Agent, you are responsible for all banking requirements such as deposits, cashing cheques, withdrawals, bill payments, money drafts, and providing customer service.

ADMINISTRATIVE ASSISTANT PAYROLL JOB DESCRIPTION

RECOMMENDED TRAINING & QUALIFICATIONS:

- Payroll Compliance Practitioner (PCP) (mandatory within two years of hire)
- University of Alberta – NACLAA
- College Diploma or University Degree in Business Administration
- Information / Seminars – University of Alberta on F.O.I.P. Legislation
- Bellamy Software Training
- Office Software Training
- Local Authorities Pension Seminar Training
- W.C.B. Training Seminars
- Other related payroll seminars and training sessions
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, others as applicable

KEY DUTIES AND RESPONSIBILITIES:

1. Payroll Functions (Primary Function)

- a) Good working knowledge of Payroll System
- b) Good knowledge of Alberta Labour Act and Employment Standards Regulation
- c) Good knowledge of L.A.P.P. and Group Insurance functions and benefits
- d) Collecting, summarizing, etc. all time sheets from employees
- e) Posting time sheets and preparing payroll run
- f) Maintenance as is required to payroll system to ensure all information is up-to-date at all times (ie. Changes in employee information, rates of pay, deduction rates, constants maintenance, pension rates and maximums, etc.)
- g) Preparation of record of employment, severance pays, etc.
- h) Maintenance of journal for holidays and sick days for both salary and wage employees

ADMINISTRATIVE ASSISTANT PAYROLL/ATB AGENT JOB DESCRIPTION

- i) Maintenance of journal listing employees pertinent information including name, address, starting date, S.I.N., termination date, etc.
- j) Preparation of Receiver General, L.A.P.P., and Group Insurance payment requisitions
- k) Maintenance of employee purchase programs (ie. Computers) and contracts that may be required
- l) Application of any payroll garnishees
- m) Reconciliation of monthly reports
- n) Month-end and Year-end reporting and balancing to G/L for all payroll functions ie. Group Insurance, LTD, LAPP, CPP, EI, Income Tax, T4's and T4A's, etc.
- o) Providing leave reports to managers for their employees and ensuring employees always have the approved leave time
- p) Update Google Calendar on employee leaves from the leave request sheets
- q) Filing of all payroll records
- r) Budget estimating for payroll functions
- s) Summarizing figures for various departments as required

2. Other Tasks:

- a) File Management of Personal Files - Maintenance and records of destroyed files in accordance with Bylaw No. 1041
- b) Providing customer service
- c) Answering telephone
- d) All other duties as assigned by the Chief Administrative Officer / Corporate Services Director

ATB AGENCY JOB DESCRIPTION

RECOMMENDED TRAINING & QUALIFICATIONS:

- Complete all required training seminars offered by ATB
- Attend Annual Agent's Convention

KEY DUTIES AND RESPONSIBILITIES:

1. Process all customer transactions

- a) Deposits
- b) Withdrawals
- c) Cash cheques
- d) Bill payments
- e) Sell Money Drafts
- f) Fill out and process cheque orders
- g) Stop payments as required

2. Complete forms for customers Fixed Date Deposits (FDD's)

- a) Term Deposits
- b) Guaranteed Investment Certificates (G.I.C.'s)

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- c) Linked Products
- 3. Complete forms and signing authorities for new accounts**
eg. Chequing, Savings, Business, Students, Seniors
- 4. Provide Client Cards with new accounts and any replacements as needed**
- 5. Fill out application forms for ATB Mastercard**
- 6. Provide customer with Telephone Banking if needed**
- 7. Provide customer with Internet Banking information if needed**
- 8. Agents' responsibilities also include:**
 - a) Ordering or picking up cash from controlling Branch
 - b) Ordering or picking up money orders from controlling Branch
 - c) Mailing or transferring excess cash to controlling Branch
 - d) Ordering or picking up banking stationery items
eg. Deposit slips, withdrawal slips, FDD forms, deposit books, signing authority's
 - e) Picking up and dropping off mail and courier bag in box behind office.

CROSS TRAINING REQUIREMENTS:

- Provide Backup to Human Resources Coordinator for offer and termination letters, WCB claims, long term service records and awards, grant applications for seasonal staff
- Train appointed personnel for bank function relief
- Gravel ticket recording and payment back-up

SAFETY COMMITMENT:

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position is not a safety sensitive position, so drug and alcohol testing is not required on hiring.

*Revised as of November 2021