

POSITION DESCRIPTION

Position Title: Payroll Officer			
Business Unit:	Finance	Classification/Grade:	Band 2 Level 1
Position No:	MC225	Reports to:	MC220 Finance Manager
Location:	Coleambally Darlington Point Jerilderie	Positions reporting directly to this position:	Nil

Primary Purpose of the Position

To maintain the payroll functions and provide payroll and administrative support for HR records.

Roles & Responsibilities

The **Payroll Officer** is directly responsible for the following roles:

1. Timesheet entry and processing of fortnightly payroll.
2. Processing of fortnightly STP functions.
3. Undertake payroll reporting requirements as necessary.
4. Annual reconciliation of STP information to ATO.
5. Payroll master file maintenance updates.
6. Processing and lodgement of superannuation payments to clearing house.
7. Maintenance of salary sacrifice information as necessary.
8. Regular general ledger reconciliations for wages and superannuation.
9. Respond to staff queries regarding entitlements and payroll details.
10. As required, provide effective reception and customer service, including attending to telephone and counter enquiries, cashiering and associated services (e.g. Bendigo Bank Agency services).
11. Other duties within the skills, competencies and grading of the role as directed by the Finance Manager.

Obligations

- Display a positive image while meeting customer service standards for all Council stakeholders, both internal and external, relevant to the role. Act with Integrity; be ethical and professional and adhere to Murrumbidgee Council's Values of *'Trust, Honesty, Respect & Teamwork'*.
- Conduct all duties in accordance with relevant Quality Assurance, WHS & Environmental Management procedures for all work activities.
- All employees have a legal obligation to comply with statutory and Council's WH&S Management System, WH&S policies, procedures and work instructions.
- Where applicable, comply with Council Delegation levels.
- Conduct all duties in accordance with Council's Code of conduct, plans, policies and procedures.
- Maintain physical capability to undertake duties appropriate to the role.

Authority and accountability:

- Responsibility as a trainer/co-ordinator for the operation of a small section which uses staff and other resources, or the position completes tasks requiring specialised technical/administrative skills.

Judgement and problem solving:

- Skills to solve problems which require assessment of options with freedom within procedural limits in changing the way work is done or in the delegation of work. Assistance may be readily available from others in solving problems.

Specialist knowledge and skills:

- Positions will have specialised knowledge in a number of advanced skill areas relating to the more complex elements of the job.

Management skills:

- May require skills in supervising a team of staff to motivate and monitor performance against work outcomes.

Interpersonal skills:

- In addition to interpersonal skills in managing others, the position may involve explaining issues/policy to the public or others and reconciling different points of view.

Qualifications and experience:

- Thorough working knowledge and experience of all work procedures for the application of technical/trades or administrative skills, based upon suitable certificate or post-certificate-level qualifications.

Qualifications & Experience

- Cert III in business administration and/or a minimum of 5 years' experience in an office environment.
- A sound knowledge of payroll and/or the ability to interpret legislation and award requirements.
- Demonstrated computing experience, including Microsoft Office suite and financial systems/software.

Desirable Experience/Qualifications

- Previous recent experience in local government or other government entities
- Cert IV Business Administration
- Diploma of Business Administration

Authorisation:

Prepared By:	GM/HR	Date Issued:	July 2019
Current Incumbent		Date Commenced:	
Manager:			
Reviewed By:		Date:	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.