

POSITION DESCRIPTION

Title:	Pension Payroll Specialist
Department:	Benefits Administration
Immediate supervisor:	Team Leader Benefits Administration

CORE ACCOUNTABILITY

Working as a member of a team in providing quality customer service to the organization's clients, the Benefits Administration Pension Payroll Specialist is responsible for the final preparations of two monthly pension payrolls and ensuring required deductions are taken and remitted to the proper vendor. The Pension Payroll Specialist must also be customer service focused and have the ability to work as an effective team player. A clear understanding of the pension payroll process, a strong concern for order and strong attention to detail are also a requirement.

MAJOR RESPONSIBILITIES

1. Processes, verifies, updates various deductions, Health and Dental premiums, tax deductions, garnishments, family support payments etc.
2. Monitors and processes payments for manual/replacement cheques.
3. Processes updates to retiree contact information and changes to banking information.
4. Reviews initial Health and Dental coverage set up for accuracy.
5. Processes updates and transfers to retiree Health and Dental program – administers updates within internal database and the Insurance Service Provider's Administration portal.
6. Reconciles Health and Dental premiums deducted to billing invoices.
7. Administers receivables of overpayments for deceased retirees.
8. Investigates problems relating to retiree direct deposits, requests cancellations, and recalls payments.
9. Tracks and monitors all returned payments to ensure outstanding amounts are resolved.
10. Ensures retirees are set up with proper tax withholding based on residency status.

COMPETENCY PROFILE

1. One-year post-secondary education in a business/accounting program and five years of related work experience, or a minimum of six years business/accounting experience.
2. Strong attention to detail and analytical skills along with strong mathematical skills.
3. Payroll experience would be considered an asset.
4. Experience working with Microsoft Office Suite, specifically Excel, is required.
5. Written and spoken competence in English is required.