

**SHARED HEALTH**  
**POSITION DESCRIPTION (Non-Management)**

**DATE: February 21, 2022**

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**POSITION TITLE: Payroll Clerk** **JOB CODE: 30003131**  
**DEPARTMENT: Financial Planning – Medical Remuneration** **UNION: Exempt**

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**SUPERVISOR’S TITLE: Manager, Financial Services, Medical Remuneration**

**SUPERVISORY RESPONSIBILITIES: None**

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**EDUCATION:**

- Complete high school education, Manitoba Standards, required.

**QUALIFICATIONS AND SKILLS:**

- Typing 50 wpm and demonstrated proficiency in the use of Microsoft Office.
- Proven ability to deal with difficult, delicate and confidential situations arising from payroll issues.
- Must have excellent customer service skills and be able to assist related departments and agencies with a high degree of confidentiality.
- Must be able to prioritize workflow and manage multiple priorities in a fast-paced environment with the utmost attention to detail.
- Must have the ability to work independently and as an effective member of the overall team.
- Excellent interpersonal and English communication skills required.

**EXPERIENCE:**

- Minimum of three years’ experience utilizing Microsoft Office (Word, Excel and Outlook)
- Experience with Accounting and Payroll systems is an asset.
- Experience with SAP and Crystal Reports is an asset.
- Experience with both collective bargaining agreements and independent employment contracts is an asset.

**OTHER:**

This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), Child Abuse Registry Check and Adult Abuse Registry Check as conditions of employment. The successful candidate will be responsible for any service charges incurred. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Due to the ongoing pandemic, this department is currently working remotely, however this may change at any time.

Intensive use of desktop computers

**LICENCES, REGISTRATIONS: N/A**

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**MAIN FUNCTION:**

Reporting directly to the Manager of Financial Services, Medical Remuneration, the incumbent is responsible for day-to-day activities of the payroll functions in supporting the preparation, processing and auditing of Medical Remuneration [regular and off-cycle] for the Winnipeg Regional Health Authority (WRHA) and Shared Health facilities and sites within the scope of the organizations.

Ensures adherence to applicable Federal and Provincial government legislation, multiple collective agreements, independent contracts, non-union guidelines and established policies and procedures. Acts as a liaison with the Provincial Medical Administration Office (PMAO), SAP payroll, Legal, the University of Manitoba, other agencies and benefits providers as required.

Assists the Manager with communicating all procedural payroll related issues to staff, Managers and Timekeepers, as issues arise, ensuring compliance with various Collective Agreements, independent contracts and payroll practices for union and non-union groups.

Works with the Manager to establish and test any required new procedures or revisions to existing ones.

**MAJOR RESPONSIBILITIES:**

- Timekeeping: Manage the central email inbox, follow up with program submitters for missing submissions and potential errors, organize and enter all submissions

for the period in MRIS, generate balancing reports, and submit to Accounting and Payroll Analyst.

- Independent Contracts/ MRIS: Maintaining the MRIS contract database ensuring that all master file data is correct and contracts pending expiry are followed up on with programs to ensure new contracts are in place in a timely manner. Expired contracts must be archived.
- Resident Course Reimbursement and Continuing Medical Education (CME) claims Received by PMAO, audit claims for compliance, follow up on issues as needed, process paperwork for A/P new vendors, input claims into SAP, balance, submit for payment by A/P deadline.
- Adheres to all safety and health regulations and safe work practices.
- May be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.