



# THE THUNDER BAY POLICE SERVICE

## *POSITION DESCRIPTION*

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**POSITION:** Payroll Coordinator  
**BRANCH:** Finance, Fleet & Facilities  
**UNIT:** Finance  
**REPORTS TO:** Director – Finance, Fleet & Facilities  
**PAY SCALE:** Level 7 to 10

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### CORE COMPETENCIES

The **Payroll Coordinator** is responsible for the orderly operation of general duties within their assigned Unit, as well as the efficient transfer of information and communications received by the Thunder Bay Police Service. General core competencies required to be successful in this position are:

Competencies	Requirements
<b>Accountability and Excellence</b>	<ul style="list-style-type: none"><li>• Align behaviours to organizational and ethical values of trust, integrity, leadership, inclusivity, and collaboration.</li><li>• Address others whose behaviours are contrary to TBPS values.</li><li>• Demonstrate required level of job-related skill.</li><li>• Focus efforts on achieving standards of excellence through continuous improvement and ongoing development.</li><li>• Comply with all relevant codes of conduct, policies, and procedures.</li><li>• Exercise self control, adaptability, and flexibility in stressful or difficult situations.</li><li>• Accept responsibility for own actions regardless of consequences.</li><li>• Respect the dignity, human rights, equity, diversity, and inclusion of others.</li></ul>

Competencies	Requirements
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>• Apply established guidelines and procedures to make informed decisions.</li> <li>• Seek guidance as needed when the situation is unclear and involves the right people in the decision-making process.</li> <li>• Consider consequences of decisions including the impact on others and the TBPS.</li> <li>• Reach decisions that are consistent with established procedures and TBPS values.</li> <li>• Assess the effectiveness of decisions and responds accordingly.</li> </ul>
<b>Interaction and Influence</b>	<ul style="list-style-type: none"> <li>• Promote team goals, share the workload, and assist others.</li> <li>• Give credit and acknowledge contributions and efforts of peers.</li> <li>• Treat others fairly, ethically, and with value — communicating openly and building trust.</li> <li>• Effective written and verbal communication skills – clear, concise, and suited to others’ level of understanding.</li> <li>• Demonstrate cooperation, collaboration, and consensus-building when working with others within or outside the TBPS.</li> <li>• Ability to accept and act on constructive criticism.</li> <li>• Effectively communicate using strategies to achieve common goals, influence, and gain support of others.</li> </ul>
<b>Social &amp; Cultural Competency</b>	<ul style="list-style-type: none"> <li>• Demonstrate a professional, empathetic, and objective demeanour.</li> <li>• Able to effectively interact, work and develop meaningful relationships with people of various ethnical, cultural, and social backgrounds.</li> <li>• Recognize and respect diversity through communication and actions in all contexts.</li> <li>• Show respect and openness towards someone whose ethical, cultural, and social background is different from one’s own.</li> <li>• Able to recognize and manage one’s own behaviours, moods, and impulses to create an inclusive, equitable and welcoming environment within the TBPS.</li> <li>• Able to use one’s own experiences to relate to and work with all ethnical, cultural, and social groups.</li> </ul>

<p><b>Attention to Detail</b></p>	<ul style="list-style-type: none"> <li>• Pay close attention to details that are important to make sure they are right.</li> <li>• Ensure accuracy and completeness of work.</li> <li>• Spot inconsistencies or discrepancies that indicate problems with quality of work.</li> <li>• Verify that work has been done according to applicable policies, procedures and standards.</li> </ul>
<p><b>Information Management</b></p>	<ul style="list-style-type: none"> <li>• Use appropriate procedures to collect, organize, retrieve, maintain, and disseminate information.</li> <li>• Demonstrate awareness of key types and sources of information needed to perform duties.</li> <li>• Effectively uses technology and/or systems to manage information pertinent to the position.</li> <li>• Ensure appropriate security protection, storage, and maintenance of information.</li> <li>• Respect confidentiality of information.</li> <li>• Knowledge of computer applications pertinent to position.</li> </ul>
<p><b>Planning and Organizing</b></p>	<ul style="list-style-type: none"> <li>• Effectively Plan and organize work.</li> <li>• Identify the importance of tasks and prioritize time accordingly to ensure completion of all tasks within time frame.</li> <li>• Make effective use of available resources to meet work objectives.</li> <li>• Monitor the attainment of objectives and/or quality of the work completed.</li> </ul>

**SUMMARY OF ESSENTIAL JOB FUNCTIONS:**

The **Payroll Coordinator** is responsible and accountable to the **Director – Finance, Fleet & Facilities** for the efficient and timely performance of the assigned duties and responsibilities.

Specific responsibilities shall include but not be limited to:

- Enter a variety of data for employees into the corporate SAP payroll system, including regular wages, overtime, shift differential, service pay and equipment reimbursements.
- Maintain and store supporting documentation for computerized payroll records in compliance with prescribed retention schedules.
- Respond to inquiries regarding possible payroll and banked time adjustments and makes corrections as required.
- Generate a variety of electronic documents to initiate payment of outstanding invoices with regards to Accounts Payable.

- Accounts Receivable invoicing, collection, and reconciliations.
- Receive contracts, confirm staffing needs, monitor scheduled events, and manage invoicing process related to the Paid Duty Program.
- Liaise with City Departments, Police personnel and members of the public in processing payables, receivables, and Paid Duty Requests.
- Reconcile corporate credit cards through a series of monthly journal entries.
- Prepare and deliver deposits and maintain complete records of same.
- Administer petty cash fund including requesting and cashing replenishment cheques.
- Prepare miscellaneous financial reports as requested.
- All other duties as assigned within the core competencies.

## QUALIFICATIONS

- Degree or diploma in Accounting or an equivalent combination of education, training and experience.
- Minimum of three (3) year experience with computerized payroll and accounts payable modules.
- Minimum of three (3) years experience working in a unionized environment with the ability to interpret and apply collective agreement language.
- Understanding of the Employment Standards Act, ensuring compliance with relevant employment law and regulations.
- Excellent attention to detail and accuracy in data entry and calculations.
- Proficient in Microsoft Office software (Outlook, Word, and Excel) with a minimum keyboarding speed of 30 w.p.m.
- Experience in SAP financial and payroll modules is considered an asset.
- Must possess exceptional organizational skills, with the ability to prioritize and multi-task in a fast-paced environment and be able to meet deadlines on a regular basis.
- The ability to work with minimal supervision is essential.
- Ability to maintain confidentiality of sensitive employee information.

## WORKING CONDITIONS

- Required to work a Monday to Friday shift schedule consisting of a 40-hour work week, 8-hour shifts, to meet operational requirements of the unit.
- Work is performed in a standard office environment with minimal adverse working conditions.
- Located in a comfortable indoor area. Conditions could produce mild discomfort such as moderate noise.
- Regular need to give close attention, either hearing or seeing, to what is happening.

## TESTS & ASSESSMENTS

Candidates may be subject to any of the following tests and assessments for this position.

- Application review
- Performance Appraisal review
- Disciplinary record review
- Panel Interview

## APPROVAL:

Prepared by: D. Paris #2459	Initial Date Created: June 11, 2024
Revised by: NA	Revision Date: NA
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