



POSITION DESCRIPTION

Qulliq Energy Corporation

TITLE	Payroll Specialist	POSITION NUMBER	602H05
REPORTS TO	Manager, Payroll, Pension and Benefits	POSITION GRADE LEVEL	G
HOME COMMUNITY	Baker Lake	POSITION TYPE	Term (3 Year)

PURPOSE	The Payroll Specialist will coordinate the planning and organization of day-to-day work within the Payroll division. The position will also be accountable for collaborating with the Manager, Payroll, Pension and Benefits to ensure all employees are paid on time and accurately, that all pay queries are dealt with quickly and professionally and that relationships with outside service providers and government agencies are skillfully maintained.
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Full cycle bi-weekly payroll with up to 250 hourly union and excluded employees; including timesheet audits, verifying, balancing and adjusting entries from the electronic Time & Attendance system for payroll imports. • Ensures adherence to Nunavut Public Service Act, Payroll Legislation, Labour Standards, Collective Agreements, Corporate Policy and Payroll best practices. • Ensures calculations for pay adjustments, retro payments and other special payments such as severance, lieu of notice, and banked time adjustments are accurate and are paid in the prescribed time period. • Works with Manager, Payroll, Pension and Benefits to coordinate all year-end activities for Payroll as well as the processing and filing of all year-end tax forms and summaries. • Identifies, analyses of, and assists in implementing process improvements in the Payroll Department.
EDUCATION AND TRAINING	<ul style="list-style-type: none"> • Post-Secondary Diploma in Accounting, Business Administration or other applicable discipline, from an accredited Canadian university or equivalent. • Payroll Compliance Practitioner Designation. • Certified Payroll Manager Designation is an asset.
PRIOR EXPERIENCE	<ul style="list-style-type: none"> • Five (5) years progressive full cycle payroll experience, including year-end and two (2) years supervisory experience. • Proven ability to work with in-house packaged payroll software • Experience interpreting collective agreements. • Demonstrated proficiency with Microsoft Office, Adobe and the internet. • Strong organizational skills and the ability to meet tight deadlines.
INTERPERSONAL SKILLS	This position interacts with a variety of people inside the corporation. Communications can be difficult and stressful in nature and may involve complex, detailed and sensitive topics. A moderate to high degree of interpersonal skills are necessary to deal with the range of situations that may arise.
CONCENTRATION	Work involves a routinely high degree of high alertness and concentration to complete job tasks. There are significant job requirements for vigilance and attentiveness. The incumbent does not always control their own work pace, and there are tight time pressures to finish specific job tasks. The effect of interruptions on job results is significant. The need for precision work is high.
PHYSICAL DEMANDS	Work requires a low amount of physical exertion. The job requirements for manual dexterity or physical manipulation are rare. The need for physical stamina and endurance is minimal. Freedom of movement exists, and the job does not confine the employee to a fixed body posture. Body movement usually involves sitting and intermittent walking.
SCOPE	There is a moderate degree of job structure. Responsibilities and work situations are broader in scope, with limited opportunity for standardized solutions. The incumbent receives general direction regarding their work; however, discretion and judgment must be used to make decisions, interpret directions, and apply guidelines.
MATERIAL RESOURCES	Work requires moderate responsibility for material resources. The incumbent has a moderate amount of control over these resources. The difficulty, variety and depth of problems associated with these material resources is moderately complex.
INFORMATION RESPONSIBILITY	The incumbents work requires a moderate to high degree of responsibility for information. This information can be highly sensitive, protected and confidential in nature and the employee may use a wide variety of skills for dealing with the information. The importance of the information can be of moderate to high significance.
SUPERVISORY	The job requires direct accountability for two (2) positions, Payroll, Pension and Benefits Administrator and the Payroll Clerk. Duties include directly assigning work to, assessing the performance of and imposing discipline on other employees in collaboration with Human Resources
WORKING CONDITIONS	Negligible exposure to adverse environmental working conditions.
AUTHORIZATION	

Senior Manager (Department)	Date	President and CEO	Date
Supervisor	Date	Employee	Date

The content of this position description is intended to describe the general work being performed by the incumbent in this position. It is by no means intended to be an exhaustive list of all responsibilities and activities required of this position, nor could it be. The incumbent will be required to additional work duties assigned by Management. For express clarity, the work activities of any position at QEC will not be limited to the Position Description.