

Position Description

Position Title:	Payroll Officer
Position Number:	FPS111
Department:	Financial and Project Services
Reports To:	Team Leader Payroll
Supervises:	Nil

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The Financial and Project Services department provides a range of corporate support functions that assist with the operation of all areas of Council. These functions include the processing and payment of approximately 60,000 supplier invoices per year, the processing of the fortnightly payroll for Council's 1,700+ workforce, the provision of strategic advice and assistance on procurement matters, and the levying and collection of approximately \$320 million in rates and utility charges each year. The Financial and Project Services department is committed to providing a high level of service to other Council departments and the community.

Position Purpose

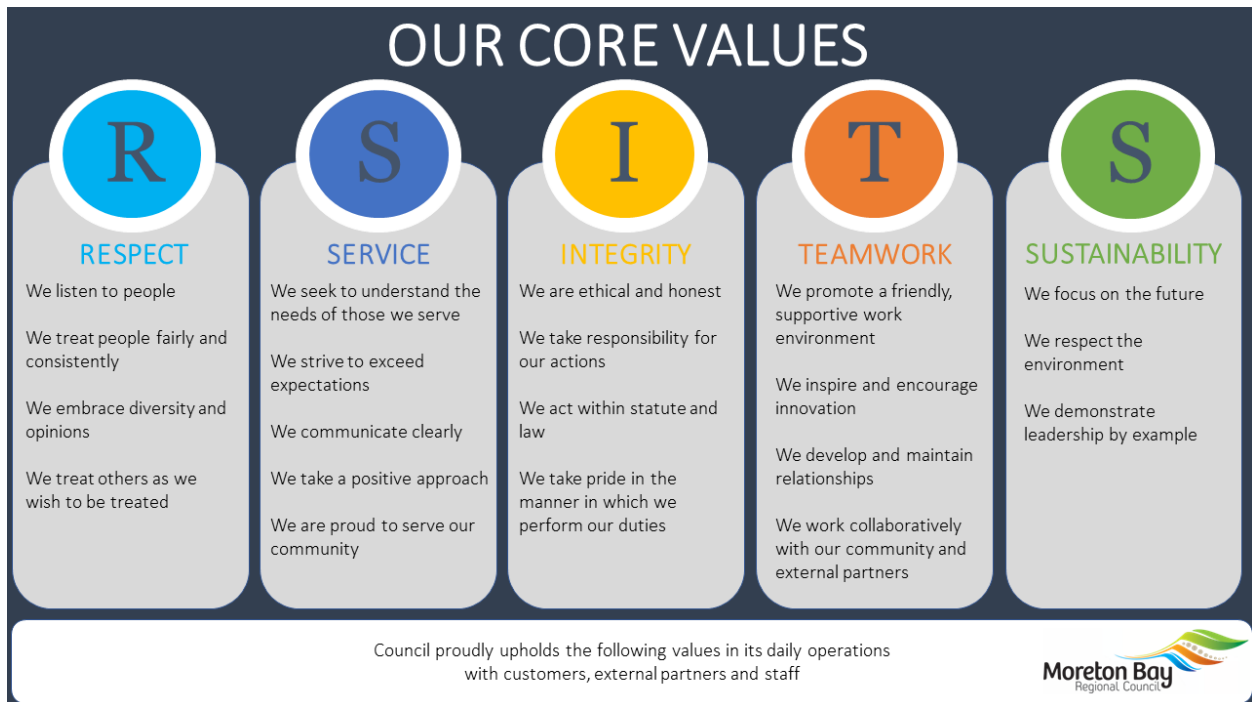
To provide support and advice in the delivery of an accurate, efficient and effective payroll services.

Specific Accountabilities

Description
Organising and Operating
Accurate and timely completion of the tasks in support of the payroll function, including –
<ul style="list-style-type: none"> Establish and maintain employee master file records including personal information, wages and allowances, classifications, bank details, deductions, and superannuation. Ensure accurate preparation and processing of timesheets and leave applications, relating to payment of wages. Perform accurate and timely calculation and processing of higher duties, overpayments, owing monies, terminations and salary sacrifice superannuation arrangements. Maintain the integrity of staff entitlements, including leave accruals, salary progressions, payable allowances and superannuation. Prepare statistical reports and information as required. Prepare statements of earnings, Certificates of Services and payment requests for new and previous employees transferring leave entitlements between local government entities.
Provide sound advice, innovation and problem solving for employees and councilors in relation to payroll related matters.
Provide administrative support including drafting routine correspondence and other documents.
Assist in the identification and implementation of business processes improvements to achieve value and efficiency for council and its stakeholders.
Assist with the processing of the periodic end to end payroll process as required.

Community Development and Stakeholder Relations

Act as a point of contact to key stakeholders on matters relating to payroll



Work location

You may be required to perform your role from any work location within the region.

Diversity undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Position Dimensions

Staff Resources: ~ Nil

Section or program budget: ~ Nil

Decision Making Authority

Policy: Interprets and applies policies

Delegations: Delegations under the *Local Government Act* and as directed and published in Council's *Delegations Register*

Knowledge, Experience, Qualifications and Attributes

- Whilst not mandatory, a tertiary qualification in payroll, human resources or business would be highly regarded.
- Demonstrated experience in a similar role including award interpretation, payroll processing, reconciling, reporting and providing advice in relation to payroll matters.
- Demonstrated ability to work with a Payroll team to effectively interact with all stakeholders, including ability to deal with confidential, conflicting, administrative and customer service issues.
- Demonstrated time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
- High attention to detail with a constant focus on accuracy and efficiency in all tasks.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____