

YMCA POSITION DESCRIPTION – SENIOR PAYROLL OFFICER

Position Title	Senior Payroll Officer		
Group	YMCA Administration Office		
Modern Award / Agreement	Award Free		
Classification Level	Award Free		
Position Status	Full-Time, Permanent	Child Facing Role	Blue Card Required
		x	x
Safeguarding Classification	Non-Child Facing Position (CF)		
Employment Screening	National Police Check		
Reports to	HR Manager or other person who may, from time to time, be nominated		
Supervises	N/A		

Industry Sector

The YMCA Administration Office provides shared services and support including marketing, human resources and payroll, finance, accounting, IT and general administration to the various services and Centres of the YMCA of Brisbane and Y-Care (YMCA Social Impact).

Position Summary

This position is responsible for the efficient and timely processing of the fortnightly payroll for the YMCA of Brisbane and Y-Care (South East Queensland) Inc., assisting staff members with payroll enquiries, HR Information systems administration and HR Coordination. This position will also assist with system configuration as required.

Duties and Responsibilities

1. Payroll Processing

- 1.1 Provide accurate and timely processing and coordination of the YMCA and Y-Care payroll function;
- 1.2 Management of the end to end processing of fortnightly payroll(s) for both associations;
- 1.3 Completion of month end processes in a timely and accurate manner;
- 1.4 On-going maintenance of the payroll and leave planning systems;
- 1.5 Undertake research, investigation and resolve issues identified through exception reports and payroll certification enquiries;
- 1.6 Process authorized timesheets and forms and maintain salary variations on a fortnightly basis including all allowances, commencements, terminations, leave and other relevant information in current and accurate form;
- 1.7 Maintain personal leave, overtime, audit, payroll, costing and leave liability reports as required;
- 1.8 Maintain the integrity of the payroll system and ensure all changes to payroll are following internal control procedures;
- 1.9 Conduct a comprehensive annual payroll audit to ensure accuracy and correctness of data;
- 1.10 Calculation and payment of termination payments (resignation/retirement/redundancy) as required;
- 1.11 Process salary increases, bonuses and calculation of back pays as required;
- 1.12 Process month end consolidation;
- 1.13 Reconciliation and payment of tax;
- 1.14 Calculation of annual leave and LSL provisions/accruals;
- 1.15 Perform tracking of staff hours as required under Award requirements;
- 1.16 Check timesheets (as required) to ensure high level accuracy of data;
- 1.17 Ensure security, confidentiality and integrity of personnel information is maintained at all times.

2. Payroll Management

- 2.1 Undertake required reporting, both internal and statutory reporting as required;



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- 2.2 Check and audit all payrolls, ensuring legislative and award compliance (tax compliance, superannuation etc);
- 2.3 Liaise with the HR Manager in relation to staff appointments, terminations, remuneration, conditions of service, HR/Payroll reporting and other relevant matters;
- 2.4 Liaise with Workplace Health and Safety in regards to workers compensation claims and payments;
- 2.5 Liaise effectively and timely with staff and management on payroll related queries in an accurate, courteous, professional and customer focused manner;
- 2.6 Ensure cooperation and liaison with the YMCA financial team when required with respect to payroll issues;
- 2.7 Ensure effective and timely training and education to management staff regarding issues identified during weekly payroll e.g. overtime requirements, minimum breaks etc.;
- 2.8 Balance and reconcile fortnightly payroll output, including generation of documentation to finance;
- 2.9 Interpret awards and contracts in relation to overtime, shift allowances etc. and liaise with Human Resources if required for interpretation;
- 2.10 Provide summary statistical reports highlighting trends and issues as required.

3. Payroll Administration

- 3.1 Document all payroll related procedures and work instructions;
- 3.2 Assist the HR Manager in reviewing and developing human resource policies and procedures (as required);
- 3.3 Monitor and draft correspondence for significant date events and compile variation letters to staff;
- 3.4 Preparation of letter of employment verification and statement of earnings/ service as requested;
- 3.5 Preparation of other payroll related correspondence;
- 3.6 Update and maintain payroll and HR records including general administration, filing and archiving;
- 3.7 Review, establish and maintain effective administrative, personnel filing and systems.

4. Financial Year End Processing

- 4.1 Enter all payroll data from the salary packaging provider i.e. reportable fringe benefits and superannuation;
- 4.2 Run the end of FBT and end of Financial Year processes;
- 4.3 Ensure payment summaries are accurate and issued within the required timeframe and uploaded to ATO;
- 4.4 Ensure all taxation requirements and corporate policies are complied with;
- 4.5 Ensure compliance and keep abreast of FBT and other relevant legislation;
- 4.6 Archive records at end of financial year and ensure all relevant documentation is on file.

5. HR Administration and Learning Support

- 5.1 Review and Prepare employment contracts and documentation for all new employees;
- 5.2 Review the recommendation to appoint from manager, interpret and apply the new employee in accord with the terms and conditions of the position and the applicable award;
- 5.3 Process the completion of returned staff packs, ensuring compliance with employment screening, and YMCA policy;
- 5.4 Ensure new employee documentation is accurately completed and copies provided to manager / employee to coordinate timely completion;
- 5.5 Ensure new employee is on boarded to HR systems (Micropay, Timetarget and Connx)
- 5.6 Ensure the enrolment of new employees in YMCA induction and learning via the LMS.
- 5.7 Ensure the accurate maintenance of the Employee Personal Records, including online and paper based.
- 5.8 Complete timely preparation of other HR related correspondence;
- 5.9 Process requests to terminate employees and prepare correspondence; ensure the removal of the employee from the systems and the finalization of pay.

6. Superannuation and Salary Packaging

- 6.1 Manage Company Benefit programs e.g. superannuation, salary sacrifice, additional tax and accommodation as required;
- 6.2 Administration and calculation of all superannuation contributions, charity and garnishee payments;
- 6.3 Ensure information is generated and uploaded in accordance with legislative obligations;
- 6.4 Ensure any changes or errors are amended and resolved in a timely manner.

7. Human Resource Information Systems

- 7.1 Perform system upgrades as required across the HR information systems; Micropay, TimeTarget, Connx and other HRIS;
- 7.2 Assist in the implementation of additional features from system updates and complete system configuration as required;



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- 7.3 Carry out testing for all system upgrades;
- 7.4 Ensure the integrity of the HR systems is maintained; the data is cleansed, and accurate records are maintained.

8. HR Projects

- 8.1 Contribute to HR and Payroll projects, as Subject Matter Expert (SME) for the YMCA Brisbane payroll function.
- 8.2 Maintain active involvement in a range of strategic initiatives and projects as required including the implementation of new systems;
- 8.3 Work directly with the HR Manager and the HR team in order to complete project work.

Safeguarding Children

9. SAFEGUARDING CHILDREN REQUIREMENTS

The status for your position as either child-facing or non-child-facing is outlined on page one of your position description. The YMCA has requirements for both child-facing and non-child-facing roles which are indicated below.

Child-Facing Roles

- 9.1 Declare anything you become aware of through the course of your engagement with the YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people;
- 9.2 Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect;
- 9.3 Adhere to all policies and procedures relating to safeguarding children and young people and the Safeguarding code of conduct;
- 9.4 Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws;
- 9.5 Complete a Working with Children Check (Blue Card) prior to commencement and maintain currency throughout employment;
- 9.6 Complete a National and/or International Police Check prior to employment and at the discretion of the YMCA;
- 9.7 Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures;
- 9.8 Participate in safeguarding children and young people training as directed;

Non-Child-Facing Roles

- 9.9 Participate in safeguarding children and young people training as directed
- 9.10 Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families;
- 9.11 Any new program initiatives are to include consultation with children and young people, using standardised practices and resources;
- 9.12 Maintain a working knowledge of policies and procedures relating to safeguarding children and young people;
- 9.13 Attend any other training legally mandated by your role in relation to safeguarding children and young people;
- 9.14 Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.

General

10. GENERAL REQUIREMENTS

- 10.1 Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace;
- 10.2 Comply with all Policies and procedures
- 10.3 Maintain confidentiality of all YMCA information, records and files;
- 10.4 Complete the YMCA Induction and other required training as required by organisational policy and procedures;
- 10.5 Uphold, promote and comply with the policies, mission and values of the YMCA;
- 10.6 Any other duties as determined by the Chief Executive Officer as required.

Health and Safety

11. WHS RESPONSIBILITIES FOR ALL EMPLOYEES / VOLUNTEERS

- 11.1 Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
- 11.2 Be familiar with the YMCA WHS Policy and other health and safety policies, procedures and requirements;
- 11.3 Accept responsibility and accountability for compliance and cooperation with all WHS policies, procedures and practices established by the YMCA;
- 11.4 Report all hazards, near-misses, incidents and injuries in accordance with organisation policy and procedures;
- 11.5 Wear appropriate clothing, footwear and protective equipment for the work performed and work environment;



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- 11.6 Properly use equipment, including any relevant safety equipment or devices;
- 11.7 Participate in discussions and consultation on the management and resolution of WHS risks;
- 11.8 Accurately complete all required WHS documentation relevant to position and work activities being undertaken
- 11.9 Continually monitor the workplace for hazards so as to minimize the risk to both customers and staff;
- 11.10 Make suggestions for improvements to health and safety practices within the workplace;
- 11.11 Take reasonable care for your own health and safety and that acts or omissions do not adversely affect the health and safety of others;
- 11.12 Comply with any reasonable instruction that is given by the YMCA for ensuring health and safety.

Key Physical Requirements

1. Walking / standing – Occasional
2. Sitting – Constant
3. Squatting/ bending/kneeling – Occasional
4. Fine motor skills (keying, typing) – Constant
5. Gross motor skills (setting up, packing up) – Occasional
6. Lifting/carrying up to 10kg – Occasional

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Position Requirements / Selection Criteria

Essential:

1. 3-5 years' experience in a payroll function, preferably in a senior role;
2. Competence and experience in the use of payroll packages and software, MS Office software and time and attendance systems;
3. Demonstrated working knowledge of relevant Industrial Acts, Superannuation Guarantee Legislation, Awards and Agreements;
4. Highly effective time management skills including the ability to plan, organize and multi task;
5. Demonstrated experience with maintaining a Human Resources system or database;
6. Highly developed interpersonal skills, including conflict resolution skills;
7. Capacity to consistently demonstrate a high level of initiative, attention to detail as well as the ability to analyse and report on results;
8. Proven consistency in making sound decisions by working collaboratively with other staff as well as utilising and analysing available information, knowledge and experience;
9. Demonstrated ability to work accurately under pressure and meet deadlines;
10. Ability to maintain confidentiality;
11. Currently possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000;
12. Achievement of YMCA's Safeguarding Children Training Certificate and complete annual refresher training.

Desirable:

1. Possession of or substantial progression towards a relevant qualification in Payroll or Business administration.

Approval

Date Position Description Revised:	June 2019
Position Description approved by:	Chief Executive Officer
Date of Approval:	

