

POSITION DESCRIPTION

Position Title:	Payroll Officer	Position Code:	6-PO
Division:	Organisational Performance	Grade:	E
Location:	Dubbo or Wellington	Hours/Week:	35
Reports to:	Payroll Team Leader		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

The Payroll Officer is responsible for processing and assisting in the coordination and preparation of Payroll in accordance with Award requirements and Council Policies., This position will provide effective communications with all staff regarding payroll matters, calculation of payments and accurately maintain documentation and system records for audit.

The Payroll Officer will assist in the implementation of system enhancements and facilitation of the online timesheets and leave systems.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Payroll Processing	<ul style="list-style-type: none"> • Prepare and process employee timesheet input including payment of overtime and allowances. • . • Thoroughly check data entry, processing and payroll edits. • Calculate and process Workers Compensation Wages Reimbursements. • Administer and process employee payroll deductions including child support and garnishee payments. • Maintain accurate employee superannuation records. • Pay Councillor and Mayoral Allowances. • Establish employee records in the payroll system for new commencements. • Complete and submit Tax Declarations to the Australian Taxation Office • Calculate employee termination payments after advice from People, Culture & Safety, receipt of written resignation or as requested by employees. • Produce and provide pay slips to employees. • Distribute Payroll Location Summaries to Divisions, file summaries and timesheets ensuring that all certifications are correct. • Prepare and produce payroll processing reports. • Reconcile Rostered Day Off suspense account ledger. • Create and review payroll procedure documentation.

Key Accountabilities / Duties

	<ul style="list-style-type: none"> • Maintain accurate employee records (Leave register, payroll deductions, pay rates, superannuation, banking details). • Complete employee checks with finance institutions in accordance with privacy requirements. • Maintain the payroll function during the absence of the Payroll Team Leader. • Terminate casual employees as required. • Assist in the implementation of Payroll system enhancements. • Assist in the facilitation of online timesheets and online leave systems.
Leave Entitlements	<ul style="list-style-type: none"> • Ensure all leave applications are processed in accordance with the Award and Council Policy. • Ensure all documentation is accurately recorded in accordance with audit requirements. • Calculate requests for cash out of leave.
Internal Control	<ul style="list-style-type: none"> • Calculate leave balance audits against leave increments reports. • Prepare reports for employees with excessive leave. • Prepare leave reports as required. • Produce payroll audit report in accordance with audit requirements. • Ensure relevant signatures and approvals are obtained according to audit requirements. • Ensure accurate supporting documentation for all master file changes. • Assist in implementation of actions as a result of internal and external audits.
Team Support	<ul style="list-style-type: none"> • Continuously look for improvements in payroll processing and services to employees. • Participate and contribute to an effective and productive team. • Assist in any other matters as requested by the Payroll Team Leader or Manager People Culture and Safety. • Assist the People, Culture and Safety team as required. • Act in other roles as required.

Inherent Requirements of the Position

- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- This position works in the Civic Administration Building and is required to wear a Council identification badge at all times.
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary
- Class C Drivers License

Selection Criteria

Essential

1. Demonstrated experience in payroll and/or accounting functions in a large organisation.
2. High-level proficiency of computer skills including Microsoft Excel and Word.
3. Demonstrated interpersonal and communication skills and excellent customer service skills.
4. Experience in maintaining high level of confidentiality.

Desirable

5. Qualifications or progression towards qualifications in a relevant discipline.
6. Experience in providing Payroll Services using an E Services environment.

Organisation Wide Accountabilities

Corporate Values

Creating Community for Today and Tomorrow

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- **Progressive**
 - Be Curious, Courageous and Committed
- **Sustainable**
 - Balanced Approach To Growth and Opportunity
- **One Team**
 - Working Together
- **Integrity**
 - Accountable For Our Actions

Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture and Safety within 48 hours
- Participating in any WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy

Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision-making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: