



Position: Payroll Officer	Service: Support Centre
Department: Finance	Job Grade: Individual common law contract
Developed: October 2016	Basis: Full time

Purpose of the role

To support the payroll team in ensuring the accurate and timely processing of automated and manual payments for all LCC employees.

Operating environment

This position is located at Milton in the Support Centre of Lutheran Community Care (LCC), a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland.

The occupant of this position will be one of several staff members dedicated to the payroll function; clerical staff members within our Services undertake some of the preparatory work for the payroll.

Reporting Relationships

The Payroll Officer is supervised day to day by the Senior Payroll Officer and reports to the Finance Manager – Corporate and Systems.

The Payroll Officer is a member of the Finance team however will work in close collaboration with the Human Resources team.

Major Responsibilities

Within the policies established by LCC and working in collaboration with relevant managers and employees, the occupant of this position will:

- Undertake the accurate and timely end-to-end fortnightly payroll processing, and ad hoc manual payments as required;
- Ensure salaries and wages are distributed in line with an Enterprise Agreement (EA), Awards, and Employment Contracts, including direct involvement in the preparation of fortnightly payrolls and termination payments;
- Assist services with completing roster changes and balancing rosters in preparation for the fortnightly payroll;
- Assist in the design and implementation of enhancements to the LCC payroll system and procedures as required;
- Contribute to the maintenance of the employee database including new hires, temporary workers, transfers, promotions and terminations;
- Process superannuation and fringe benefits as required;
- Resolve queries relating to payroll across LCC.
- Adhoc duties as required



Qualifications and experience

The occupant will possess strong clerical skills and be capable of working with a high degree of accuracy. This position requires well-developed written and verbal communication skills and may involve some travel to our regional services as required. The incumbent will have previous experience working within payroll systems and procedures and must be comfortable working in a team environment on a wide range of simultaneous tasks.

The incumbent may be required to hold a positive federal police check and / or compliance with the Disability Services Act 2006 screening requirements for non-government services providers

The incumbent will be required to provide medical information relevant to this position by submitting to a pre-employment medical and be deemed fit by LCC Chief Medical Officer.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organisation.
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