



THE CORPORATION OF THE COUNTY OF WELLINGTON

Human Resources Department

Requires a

Pension and Benefits Coordinator

Reporting to the Payroll Manager, the Pension and Benefits Coordinator is responsible for the day-to-day administration of all pension and benefits information, in addition to being cross-functional in the Payroll Coordinator position. Duties include, but are not limited to, enrolling eligible employees, making changes to records, terminating employees in the pension and benefits plans, maintaining accurate records of all related information, remitting payments to OMERS and the benefits carrier (including balancing/reconciling reports), and ensuring benefit claims are managed and monitored in an accurate and timely manner. The Pension and Benefit Coordinator is responsible for maintaining current reference material relating to benefits and OMERS, and distributing it to eligible employees whenever changes occur. The Pension and Benefits Coordinator calculates employee benefit deductions for payroll purposes to ensure all rates are kept current, and provides support and back-up to the Payroll Coordinator position.

The minimum qualifications for this position include:

- Two year college diploma or equivalent in business, Human Resources or a related field.
- Post-secondary courses in payroll and benefits preferred.
- Minimum five years of relevant experience working directly with the complete administration of all pension, benefits and payroll, preferably in a Municipal setting.
- Knowledge of the Pension and Benefits Act, Employment Standards Act and OMERS Regulations.
- Superior knowledge of accounting principles and practices as they apply to performing pension, benefits and payroll functions.
- Superior customer service and communication skills.
- Proficient user of Microsoft Word and Excel.
- Knowledge of JD Edwards, on-line benefits administration and OMERS e-access is considered an asset.

This position offers a comprehensive benefit package and a salary range of: \$65,538.20 to \$76,640.20 (2020 Non Union Compensation Grid), based on a 35 hour work week.

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #083-20 by Friday, August 14 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

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| Title: Pension and Benefits Coordinator | Reports to: Payroll Manager |
| Department: Human Resources | Positions Supervised: 0 |
| Effective: November 2003 | Revised: July 2020 |

BASIC FUNCTION:

Reporting to the Payroll Manager, the Pension and Benefits Coordinator is responsible for the day-to-day administration of all pension and benefits information, in addition to being cross-functional in the Payroll Coordinator position. Duties include, but are not limited to, enrolling eligible employees, making changes to records, terminating employees in the pension and benefits plans, maintaining accurate records of all related information, remitting payments to OMERS and the benefits carrier (including balancing/reconciling reports), and ensuring benefit claims are managed and monitored in an accurate and timely manner. The Pension and Benefit Coordinator is responsible for maintaining current reference material relating to benefits and OMERS, and distributing it to eligible employees whenever changes occur. The Pension and Benefits Coordinator calculates employee benefit deductions for payroll purposes to ensure all rates are kept current, and provides support and back-up to the Payroll Coordinator position.

PRINCIPAL RESPONSIBILITIES:

- Assists employees with concerns and/or questions regarding pensions, benefits and payroll.
- Maintains current knowledge of pension regulations, Acts and legislation as they apply to the processing of the corporate payroll, including Pension and Benefits Act, Income Tax Act, OMERS Regulations.
- Ensures up-to-date working knowledge of both payroll and Human Resource Information System (HRIS) as they apply to processing payroll.
- Utilizes OMERS E-access for enrollments, terminations, changes, notices of disability, pension estimates, buy backs, etc.
- Administrates the on-line benefits system, including process benefits, enrollments, terminations, changes, updates benefit rates in Payroll system, benefit premium tracking spreadsheet, calculates early retirees benefit premiums, etc.
- Ensures all Other-than-continuous-full-time (OTCFT) members are offered enrollment into OMERS annually and keeps records of eligibility, offering and employee response. Conducts follow-up with employees as necessary.

- Monitors changes to employees' pension and benefits; updates on-line benefits system, OMERS, INFOHR and Payroll as needed.
- Enrolls eligible employees into the benefits plan upon assists employees with the late applicant process when necessary.
- Completes the OMERS E119 annually by a deadline to be determined by the Payroll Manager (usually by mid- February at the latest) and deals with any "exceptions" as soon as they are received back from OMERS.
- Reconciles and remits payments monthly to OMERS and the benefits carrier; ensures all rate changes, name changes, employee enrollments, and employee terminations are completed by the date set out by OMERS and the benefits carrier.
- Monitors overage dependant school status and requests proof of eligibility on an annual basis; make related updates to INFOHR and the on-line benefit system as necessary.
- Attends meetings and corresponds with Benefit Consultant to review benefit reviews, tracks benefit coverage requests, inquiries regarding issues or concerns on behalf of employees, reviews and assists with contract updates and benefit booklets.
- Calculates Benefit Premiums payment schedules for employees on unpaid leaves, gift payments for early retirees and vacation estimates.
- Provides assistance and backup to the Payroll Coordinator and Payroll Manager as required.

PROBLEM SOLVING RESPONSIBILITIES:

- Ensure benefits premiums and OMERS contributions are reconciled and payments remitted
- Work collaboratively with Payroll Coordinator and HR Generalists in review of payroll, pension and benefit inquiries and processes
- Dealing effectively with employee issues or concerns

CONTACTS:

External: Federal and Provincial government re: legislation and regulations, OMERS Pension Plan, Benefits Carrier, Benefits Broker, Canada Customs Revenue Agency

Internal: County employees at all levels

MINIMUM QUALIFICATIONS:

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- Knowledge of the Pension and Benefits Act, Employment Standards Act and OMERS Regulations.
- Superior knowledge of accounting principles and practices as they apply to performing pension, benefits and payroll functions.

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SKILLS AND COMPETENCIES

- Superior customer service and communication skills.
- Excellent attention to detail.
- Proficient keyboarding skills.
- Experience with Windows based accounting systems and reconciliations.
- Experience working with a HRIS system, preferably one that is interfaced with payroll.
- Experience working with Microsoft PowerPoint and Publisher preferred.