

PENSION ADMINISTRATOR #083

CUPE 2357 – Level 6

CORE FUNCTION:

Under the direction of the Payroll Supervisor, the Pension Administrator administers the OMERS and OTIP pension plans; deals with all employee pension inquiries; performs annual pension validation and reconciliation process; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Administers the OMERS and OTIP pension plans:

- ensures the school board is in compliance with both pension plans
- verifies all data for employee entry into each plan
- completes and verifies termination and retirement data
- reconciles discrepancies in data
- responds to OMERS and OTIP inquiries and correspondence
- ensures mandatory enrolment of employees (collects all forms, enters the data, etc.)
- offers voluntary enrolment opportunity to eligible employees (and completes and enters the data, etc.)
- administers the pension process for members on periods of disability
- documents periods of rehabilitative employment with OMERS
- prepares monthly remittance of pension deductions
- verifies pension information appearing on T4 slips
- prepares and reconciles annual pension plan reports and distributes, as required
- attends conferences, seminars and training sessions to maintain expertise and stay current on the conditions and requirements of both pension plans
- provides technical support to the payroll staff, when necessary

Deals with employee pension quote requests:

- prepares pension quotes for pension purchases (for members of Parental/Pregnancy leave; broken service leaves; Disability Elimination periods, etc.)
- collects and remits contributions and waiver forms
- responds to calls/correspondence from current and former employees seeking confirmation of past pensionable service

Performs annual validation and reconciliation processes:

- monitors and reconciles all data submitted during the year for regular employment, leave purchases, disability service and all forms of casual employment (ex. supply teaching, home instruction, teacher assistant work)

Performs other duties, as assigned by the supervisor.

SUPERVISION OF STAFF:

There is no supervisory responsibility.

QUALIFICATIONS:

- Secondary school graduation
- 2 year Community college diploma in a related field
- CPA – level II (Canadian Payroll Association Payroll Supervisor Course)
would be a definite asset
- 4 years of related experience
- Proficiency in word processing (ex. MS Word, Excel, OMERS Form 19, BAS
accounting, Edit Pad, etc.)
- Excellent interpersonal skills
- Initiative, tact, discretion
- Ability to work under deadline pressures
- Some overtime is required

Individuals who possess an equivalent combination of education and experience may also be considered.