



## **JOB DESCRIPTION**

Salary Grade: 6 CUPE 1328
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**Job Title:**  
**Pension Clerk**

### **PRIMARY FUNCTION**

The primary purpose of this job is to administer the functions relating to the OMERS pension plan including enrolment, termination, disability and death as well as collection and remittance of contributions both while actively at work and leave.

### **MAIN RESPONSIBILITIES**

1. Administer the enrolment and termination of the membership by performing duties such as:
  - enrolling members (mandatory and voluntary) via eligibility process annually whereby work history is analysed for a 2 year period
  - processing notice of termination, notice of disability , notice of retirement
  - providing clarification/details to OMERS by investigating, auditing and analyzing information reported over the past reporting years in cases when an employee retires, OMERS raises queries after the process of conducting a complete review of pension history from date of enrolment
2. Calculates OMERS billing(s) and remittances by:
  - completing the “Notice of Termination” from by obtaining the date last worked, last contributed to OMERS, the current year’s earnings (calculating outstanding vacation earnings if required) then authorizes with signature and remits to OMERS for processing
  - processing collection of monthly contributions, reconciliation and remittances to OMERS by auditing bi-weekly payroll report

- balancing cheques received from employees for the purchase of OMERS missing service, and forwarding to the Accounting Department for deposit
3. Performs duties related to the adjustment and reconciliation of the plan by:
- calculating pension costing for members on leave (e.g. Personal Leave) for the purpose of buying back pension service and researching historical data as necessary
  - calculating and adjusting pension credit for employees on deferred salary and ensuring the contributions are topped back over deferred salary period (to avoid late charges at the end of the 5 years)
  - comparing the monthly General Ledger report with the OMERS pay registers for that month to ensure that the figures correspond
  - processing year-end reconciliation with OMERS by loading a text file of membership data from the HR/Payroll system onto OMERS database following by the process of audits and reconciliation
  - preparing an explanation for differences (such as entries recently inputted and do not reflect on pay) or correcting the mismatched OMERS contributions by investigating discrepancies and inputting missing or corrected data after the process of year-end reconciliation
4. Provides administrative support to the department by performing duties such as:
- drafting letter to employee requesting premium amounts, in case where premiums were not collected for leave of absence, or a letter outlining cost of OMERS buy-back calculated using basic employee contributions per day
  - answering enquiries relating to OMERS by explaining the options listed in the OMERS termination, and disability pension packages
  - participating in departmental projects (e.g. Frequently Asking Questions pamphlets, Additional Information for Employees etc.)
  - facilitating the distribution of annual pension statements
5. Performs other related duties as assigned or required.

### **SKILL**

- 2 year college diploma or equivalent.
- 1 – 2 years related experience.

### **EFFORT**

- Complexity in investigating, calculating and auditing on pensionable earnings (e.g. basic time class changes, retro salary increases, Workers' Compensation earnings etc.). Complexity in the reconciliation of reports, scheduling of daily,

weekly, monthly and year end activities (e.g. employees walk-in without appointments; weekly payroll cut-off and deposit; monthly remittance to OMERS; preparing PA's for employee T4's etc.). Complexity in forecasting pension buy-backs and retirement earnings to ensure that members receive their pensions on a timely manner.

- Visual concentration and manual dexterity when utilizing computer terminal (80%) – working on billings, microfiche and reports with fine print and figures.

## **RESPONSIBILITY**

- Accountable for submitting billings and remittances prior to deadline dates to avoid late payment penalty charges. Independence action in investigating problematic issues and missing information (e.g. discrepancies found when auditing and reconciling reports; processing pension buy back etc.).
- Errors in costing for buy back would affect the value of employees pension and loss in time to correct the error and/or loss in Board money. Incorrect information reported to Revenue Canada would impact Board's liability under Pension Act and Income Tax laws.
- Contacts with employees to explain benefits via fax, e-mail, telephone or in person. Contacts with external agencies for exchange of information. Confidentiality of data.

## **WORKING CONDITIONS**

- Open office concept environment
- Stress from dealing with sensitive people in delicate issues. Stress from handling unexpected cases while managing to meet regular deadlines and demands for highly analytical work. Stress from multi-task demands.