

Job Description

Job Title:	Accounts Officer I - Payroll	Job Category:	Finance
Department/Group:	Finance Dept.	Job Code/ Req#:	
Location:	ORIA	Travel Required:	No
Level/Salary Range:	Grade M	Position Type:	Full-Time
Job Holder:			

Job Purpose

The individual is responsible for implementing the CIAA remuneration policies as communicated by the Finance department. The Accounts Payroll Officer must ensure that all CIAA payroll procedures are followed. The Accounts Payroll Officer is responsible for the timely and accurate delivery of payroll and related client service including recordkeeping and reporting. This position provides accounting and project management support in relation to payroll matters, to ensure the highest possible standard of payroll services and assist with the CIAA's other Finance functions.

Dimensions

Reporting to the Finance Manager / Analyst, the post holder will keep a detailed record of payroll-related information and year-to-date earnings. The responsible individual will prepare specialised reports regarding aggregate earnings hours worked and submit them to management on agreed deliverables. The individual will be required to consult with members of the Finance department and the HR department.

Role and Responsibilities

- Process payroll and maintain payroll information as required
- Calculate Acting Allowance, Overtime, Recharging of late flights, salary increases and adhoc payroll changes compensations or deductions
- Prepare and maintain related payroll records and reports
- Print payroll cheques for employees whose pay does not go to a bank or who have been excluded from GP payroll as a result of contract expiration, non-input of time sheets, new employees or terminated employees
- Manage the filing systems, efficiently filing all records in the most appropriate manner to be easily accessible/available for management, auditors or other related parties
- Document workflow and work procedures
- Cross-train designated back-up to administer and process payroll
- Prepare payroll monthly bank file for HR and Finance Management Team to review and approve for processing

- Prepare monthly Health Insurance payment for Finance AP Team to process
- Carryout month-end closing activities as it related to payroll
- Provide advice, guidance and assistance on payroll to Finance teams and ultimately Ministry if required
- Reconcile Health Insurance deductions and payments. Communicate with Health Insurance provider
- Prepare monthly Pension payment for Finance AP Team to process and provide monthly data contribution to Public Service Pensions Board (PSPB)
- Reconcile pensions deductions for Defined Contributions and Defined Benefit and communicate with Public Service Pensions Board (PSPB)
- Provide salary history reports as requested by Public Service Pensions Board (PSPB)
- Research and resolve problems, perform scheduled activities, as assigned
- Prepare and maintain standard and ad hoc reports, respond to queries, and conduct appropriate audits to ensure data integrity
- Issue monthly earnings statements
- Ensure other deductions from salaries are made in accordance with employee and other instructions (e.g. loan deductions, credit union membership, telephone deductions, court orders etc.)
- Prepare monthly Garnishments payment for Finance AP team to process. Communicate with Courts/HSA
- Reconcile employee deductions and benefits to related GL accounts
- Reconcile monthly payroll register to monthly payroll salary report and all relevant salary accounts to ensure monthly payroll posted to correct GL accounts
- Resolving issues employees have with timesheets, monthly earning statements and other payroll matters
- Fiduciary responsibility for Protecting confidential information and payment instruments
- Other duties include – creation of advertising invoices and distribution
- Perform other monthly Finance related duties

Qualifications and Education Requirements

- Associates degree in Finance or Accounting, Business Administration or a similar field with at least three (3) years' working experience; or high school diploma with passes in Mathematics and English
- A minimum of five (5) years' experience in payroll procedures and processes is preferred
- Previous experience and working knowledge with Financial processes and procedures
- Detailed knowledge and experience in applying the Cayman Islands Labour ACT and associated legislation (Payroll related legislation and processes) (beneficial)
- Understanding of accounting principles
- Strong numeracy skills
- Attention to detail and accuracy is critical
- Strong organisational skills, and the ability to work under pressure
- Proficient in Microsoft Word, Office, Excel and Internet Explorer
- Experience in the use of a computerised payroll system, GP Payroll or other relevant payroll database is beneficial
- Excellent problem solving/judgment skills
- Ability to handle and prioritise multiple tasks and meet all deadlines
- Possess excellent verbal and written communication skills
- Ability to maintain confidentiality and exercise extreme discretion
- Proven ability to learn new information, processes, and procedures
- Understanding of internal controls



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Assignment & Planning of Work

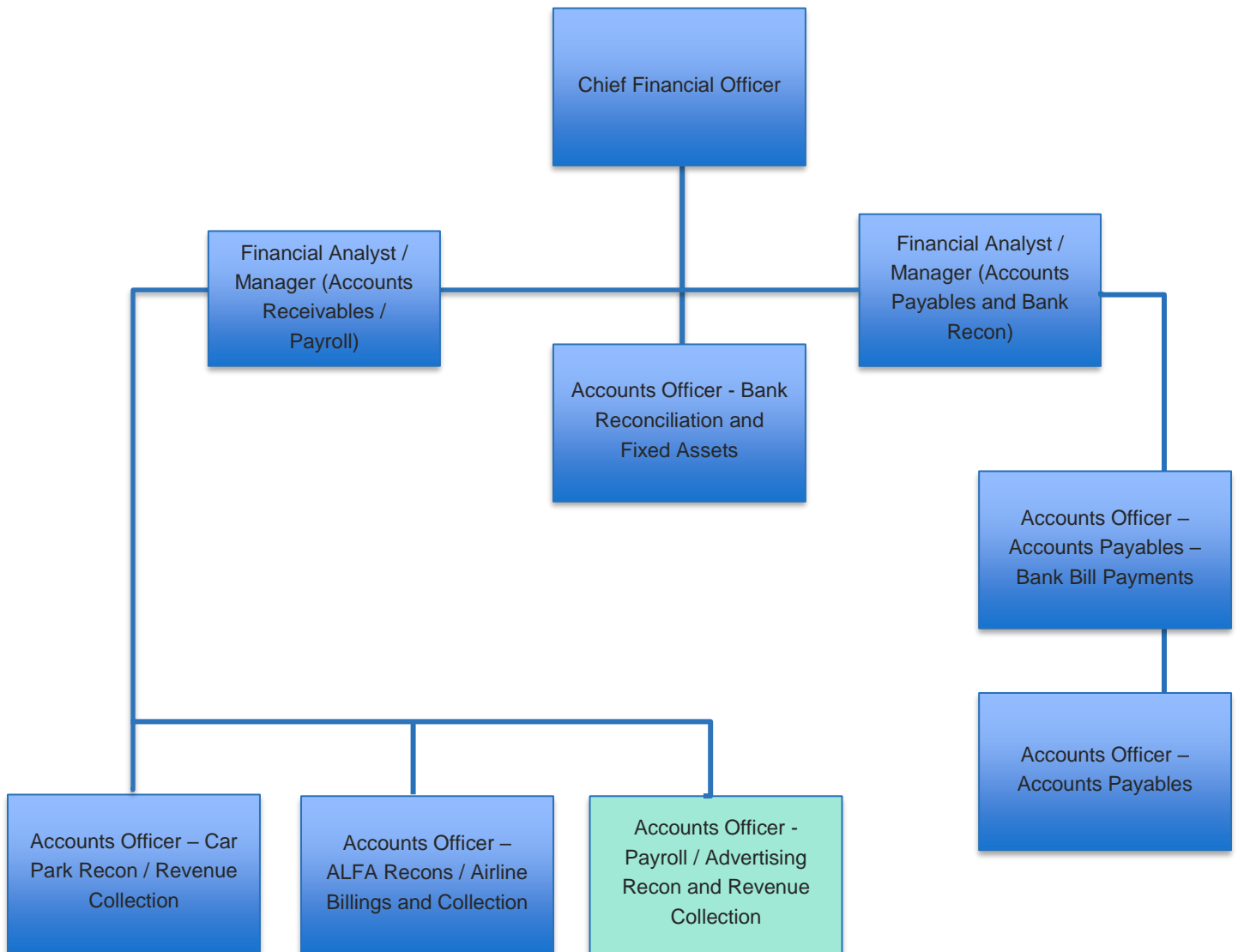
Post holder is expected to plan own work in order to meet deadlines and to ensure smooth, efficient operations. The Post-Holder is expected to carry out other tasks as directed in support of the functions of the finance department.

The job holder must have the ability to critically assess situations, problem-solve, and work effectively under stress and manage changes in work priorities.

Supervision of Others

Nil

Organisational Chart



Other Working Relationships

- Finance Department
- CIAA Managers and Staff

Safety Responsibilities

The post holder has the following safety responsibilities:

- To comply with the relevant safety requirements and procedures outlined in the pertinent Aerodrome Manual and/or any Appendices thereof, including CIAA Safety Management Manual (SMM) and other duly approved Manuals, Safety Directives, and Safety Advisories;
- To apply system safety measures as required by safety management procedures and instructions;
- To advise the Chief Safety Officer of any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting system safety;
- Supporting safety audits as and when they occur;
- Supporting safety investigations as and when they occur; and
- Complete an approved ICAO/IATA/ACI SMS Course or attend CIAA SMS Training Course each calendar year.

Safety Training & Education

Refer to Chapter 8 of the CIAA Safety Management System manual (Version 5.0).

Additional Notes

The post holder generally works alone but is required to assist other HR staff members from time to time and has daily access to sensitive and confidential information. The post holder is expected to recognise that their everyday business requires the highest level of personal integrity. By the very nature of their role, the post holder will always require discretion, diplomacy, personal integrity, and confidentiality, and must maintain a good working relationship with ORIA and CKIA management team. Completion of safety and general security awareness training each calendar year is a requirement.

Working Conditions

Working conditions are normal office conditions, occasionally requiring extra time in order to meet planned or imposed deadlines. Work is performed in an office environment where the physical demands require sitting for extended periods of time and frequent use of computers and standard office equipment. Lifting of office supplies (e.g., binders, files, documents) and work under the stress of deadlines and fluctuating office environment is required. Due to the position of the role, the preferred normal working hours are 8:30 a.m. to 5:00 p.m., Monday to Friday, with one hour for lunch which will normally be taken between 12:00 p.m. and 2:00 p.m., or other times as agreed between the employee and Chief Financial Officer. Must be available to report to duty 24/7 and 365 days per year, including holidays and weekends in the event an emergency/disaster response situation occurs after normal working hours.



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Reviewed and Agreed by Employee:		Date (dd/mm/yyyy):	
Approved By Supervisor:		Date (dd/mm/yyyy):	
Reviewed/ update by HR:		Date (dd/mm/yyyy):	