

TITLE: Payroll and Benefits Clerk/Accounting Clerk  
SECTION: School Board Office – Business Services  
REPORTS TO: Assistant Secretary Treasurer

**SUMMARY:**

Under the direction of the Assistant Secretary Treasurer, provides payroll, benefits and accounting support to the Business Services Department.

**DUTIES:**

**A. PAYROLL & BENEFITS RELATED:**

1. Establishes and maintains employees' benefit records; administers employee benefits using on-line systems.
2. Maintains a thorough knowledge of benefit plans and contractual agreements between the Board and relevant employee groups and maintains current knowledge of acts, agreements and other items, which may have payroll implications.
3. Assists in collecting, sorting, checking, and processing the automated payroll data. Assists with employment verifications and issuing Records of Employment.
4. Completes employee referrals for short term disability benefits and submits information as required.
5. Responds to requests and inquiries from employees regarding benefit entitlements and routine collective agreement provisions.
6. Reconciles benefits deductions to employees' master files.
7. Designate to payroll and benefits clerks.

**B. ACCOUNTING RELATED:**

1. Receives all PCard submissions and checks supporting documents for compliance with established procedures and practices, accurate GST rebate claims, and follows up with cardholders as needed, Files PCard paperwork ensuring paperwork complete and ready for audit testing.
2. Provides support in the use of school based accounting software.
3. Assists in receiving, processing and data entering accounts payable documents using established procedures and practices.
4. Designate to Accounting Clerk 1.

**C. OTHER:**

1. Reconciles, analyzes, prepares and files accounting, payroll and human resources documents.
2. Operates standard office equipment, and provides first-line maintenance as required.
3. May, on occasion, be required to perform other job-related duties as assigned for the Business Services Department.

## QUALIFICATIONS:

Education - the applicant must have completed:

- Grade 12
- Supplemented by successful completion of business courses of a minimum of 1 year, which includes payroll and accounting, or equivalent training and experience.

Skills - the applicant must have:

- Intermediate computer skills and recent experience with a computerized payroll and accounting system

Experience - the applicant must have

- Recent bookkeeping and payroll experience combined to be greater than 12 months.

Other - the applicant must

- Be able to follow established methods and procedures.
- Show tact, courtesy and discretion in dealing with people in the course of their duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of the duties.
- Be physically capable of performing the job duties.

**APPENDIX G**

**JOB EVALUATION**

COVERING

**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**  
(EMPLOYER)

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101**

**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	103 – Payroll and Benefits Clerk/Accounting Clerk
LOCATION:	School Board Office
EFFECTIVE DATE:	

**DRAFT**

This is to advise that the rating for the job to which you have been appointed is as follows:

**JOB RATING**

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	5	2	3	3	4	3	1	1	3	1
Total Points	290										

RATING CLASSIFICATION: LEVEL	11
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