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

SUMMARY:

Under the general supervision of the Assistant Secretary-Treasurer, provides payroll services to the Finance Department.

DUTIES:

A. PAYROLL RELATED:

1. Collects, sorts, checks, codes and processes the automated payroll data. Includes reconciliation, printing and distribution of payslips, statements and related reports. Manually tracks, calculates and reconciles vacation accruals.

2. Establishes and maintain employees' payroll and benefit records: Administers employee benefits using on-line systems.

3. Performs work pertaining to payroll and carries out a critical analysis of the output received to ensure accuracy and thoroughness to the Finance Department.

4. Maintains a thorough knowledge of benefits plans and contractual agreements between the Board and relevant employee groups plus maintains current knowledge of acts, agreements and other items, which may have payroll implications.

5. Initiates communications with other departments and schools to obtain information necessary to complete payroll procedures.

6. Responds to requests and inquiries from employees regarding payroll matters, benefit entitlements and routine collective agreement provisions. Administers requests such as employment verification, processes new employees into the system.

7. Tracks and maintains databases for employees. Routinely carries out EI audits for all payrolls.

8. Reconciles various payroll records (benefits deductions to employees’ master files, accruals, retroactive payments, changes resulting from job evaluations).

9. Responds to requests from government agencies, school districts, financial institutions, WCB, private organizations, collection agencies, employees and union groups.

10. Prepares, balances and enters data for year-to-date adjustments, Workers' Compensation, Municipal Pension Plan and year-end reports such as T4.

11. Provides back-up support to other payroll clerks.

B. BENEFITS RELATED:

1. Participates on JEIS (Joint Early Intervention Service) team as Absence Advisor regarding CUPE staff under the PEBT plan.

C. OTHER:

1. Operates standard office equipment and provides first-line maintenance as required.

2. Provides back-up/support to other Payroll and Benefits Clerks.

3. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education – the applicant must have completed

- Grade 12
- Completion of The Canadian Payroll Association Payroll Compliance Practitioner (PCP) program or an equivalent combination of recent training and experience

Experience – the applicant must have

- Experience in an organization with a payroll department of a comparable size for a period of greater than 2 years
- Experience in a unionized payroll environment would be considered an asset

Skills – the applicant must have

- Applied experience with payroll benefits software applications with an emphasis on payroll and HRIS systems
- Proficiency in MS Word and MS Excel software
- Ability to learn required software programs within a reasonable time
- Accuracy and attention to detail
- The ability to multi-task and organize time and projects effectively
- Be self-motivated and detail-oriented
- Ability to key large volumes of payroll data

Other – the applicant must

- Maintain high level of confidentiality with regard to information seen and/or heard in the course of his/her duties
- Ability to communicate complex information clearly and accurately with all levels of district employees in a professional and courteous manner
- Be able to follow established methods and procedures that are well defined and/or detailed
- Shows tact and courtesy in dealing with people in the course of his/her duties

APPENDIX G

JOB EVALUATION

COVERING

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

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101
(UNION)

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	35 – Payroll and Benefits Clerk
LOCATION:	School Board Office
EFFECTIVE DATE:	

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	5	6	4	5	3	5	3	1	1	3	2
Total Points	376										

RATING CLASSIFICATION: LEVEL	17