

Revised: June 8, 2007

**TITLE:** Payroll and Benefits Clerk/Budget Clerk  
**SECTION:** School Board Office - Business Services  
**REPORTS TO:** Assistant Secretary-Treasurer

**SUMMARY:**

Under the general supervision of the Assistant Secretary-Treasurer, provides payroll and accounting 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 maintains 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 and records of employment, processes new employees into the system.
7. Tracks and maintains databases for employees.
8. Reconciles various payroll records (benefits deductions to employees' master files, accruals, retroactive payments, etc.)
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 and T4A.
11. Reconciles and records benefits including applications and statements of accounts.

**B. BUDGET/ACCOUNTING-RELATED:**

12. Reconciles budget changes from the annual and amended budget including balancing of district staffing utilizing budget software. This includes the Operational, Capital and various Trust budgets.
13. Assists in the preparation of the District's operating budget and year-end financial statements and worksheets.
14. Reconciles the District's operating and capital bank accounts.
15. Prepares GST Rebate report.
16. Reviews and records School Trust accounts.

**C. OTHER:**

1. Operates standard office equipment, including a personal computer, calculator, cheque signing machine, form separation equipment, photocopier, fax machine 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 training and experience.
- Completion of introductory accounting courses to the level of trial balance or an equivalent combination of training and experience.

### **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.

### **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 accounting procedures
- Experience in a unionized payroll environment would be considered an asset.

### **Other - the applicant must**

- Maintains 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.

**JOB EVALUATION**  
  
COVERING  
**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**  
(EMPLOYER)  
AND  
**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 606**  
  
**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	59 – Payroll and Benefits Clerk/Budget Clerk
LOCATION:	School Board Office
EFFECTIVE DATE:	June 8, 2007

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	6	6	3	4	2	4	4	1	1	3	1
Total Points	358										

RATING CLASSIFICATION: LEVEL	15
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