



Applications are being accepted for the **TEMPORARY, FULL-TIME** position of:

PAYROLL AND BENEFITS CLERK/ACCOUNTING CLERK

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

DUTIES:

PAYROLL & BENEFITS RELATED:

- Establishes and maintains employees' benefit records; administers employee benefits using online systems.
- 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.
- Assists in collecting, sorting, checking, and processing the automated payroll data. Assists with employment verifications and issuing Records of Employment.
- Responds to requests and inquiries from employees regarding benefit entitlements and routine Collective Agreement provisions.
- Reconciles benefits deductions to employees' master files.
- Assists payroll and benefits clerks, as required.

ACCOUNTING RELATED:

- Receives all PCard submissions and checks supporting documents for compliance with established procedures and practices, GST rebate claims, GL codes, and populates SOFI documentation. After approval, uploads PCard transactions to accounting software on a timely basis.
- Assists in receiving, processing and data entering accounts payable documents using established procedures and practices.
- Assists with accounts receivable, invoicing, cash receipting, and bank reconciliations, as required.
- Assists Accounting Clerk 1, as required.

OTHER:

- Reconciles, analyzes, prepares and files accounting, payroll and human resources documents.
- Operates standard office equipment and provides first-line maintenance as required.
- 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
- Demonstrated excel experience

Experience - the applicant must have

- Recent combination of bookkeeping and payroll experience greater than 12 months.

Other - the applicant must

- 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.

This is a unionized position. Job description #103 is available at sd79.bc.ca.

Please forward application including cover letter, resume, certificates, official transcripts and three work references with permission to contact. Please submit electronic applications as one PDF.

Applications will be accepted on an ongoing basis until filled and can be dropped off at the School Board Office, emailed or faxed to:

Nicole Brown, Human Resource Manager, Support Staff
2557 Beverly Street, Duncan, BC V9L 2X3
Email: nbrown@sd79.bc.ca Ph: 250-748-0321 (ext. 270) Fax: 250-748-0321

Thank you for your interest in this position. Only those selected for an interview will be contacted.