

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Payroll Data Clerk

REPORTS TO: **Directly: Manager of Payroll**
Indirectly: Superintendent of Human Resources

Purpose:

The Payroll Data Clerk assists the payroll team in processing of the division wide payroll and group benefits for the school division.

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution or equivalent
- Minimum of one year of Office Administration training at a recognized institution
- Completion of post secondary courses in human resources, accounting or payroll management would be an asset
- Knowledge of business English, spelling and punctuation.
- Knowledge of basic accounting practices.
- Demonstrated knowledge in the operation of office equipment, such as the following: multi-line telephone, photocopier, fax, computer, printer, laminator.
- Demonstrated knowledge of office methods and procedures used in maintaining an office.
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.
- Minimum keyboarding speed of 50 wpm.

Required Skills and Abilities:

- Strong interpersonal and communication skills, both verbal and written to write and format correspondence, including memos, letters, etc
- Problem solving, mathematical and analytical skills are required to calculate adjustments to payroll
- Must be self-directed, task and goal oriented.
- Ability to prioritize multiple demands and meet rigid deadlines
- Ability to perform meticulous and accurate data entry and calculation tasks.
- Ability to work as a team player or independently with minimal supervision.
- Ability to maintain strict confidentiality with respect to payroll data and personnel files.
- Demonstrated the ability to be flexible and adaptable
- Accurate filing and proofreading skills
- Ability to do Light Load Work which includes:
 - exerting up to 20 lbs. of force occasionally
 - exerting up to 10 lbs. of force frequently to move objects

Supervision of Staff:

This position does not involve the supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Payroll Data Clerk shall perform such duties and responsibilities as may be assigned included but not restricted to the following:

- Together with the Payroll Manager and Payroll Technicians prepare and process the payrolls for Division employees in a timely fashion to ensure accurate payment to employees and ensuring compliance with Board policy, Government legislation and collective agreements.
- Ensure familiarity with the Payroll and Human Resource functions of the applicable software.
- Organize all payroll forms from schools and other division departments and offices.
- Accurately input weekly employee absence and substitute data into payroll data base.
- Accurately input dispatch timesheets for support staff payroll ensuring all required forms are received and proper verification is on file for increases/decreases in days worked.
- Sort, organize and distribute earning statements for all employees on a monthly basis.
- Assist in preparation and distribution of Records of Employment for all staff groups according to regulations and specifications established by Revenue Canada.
- Assist in printing, sorting and distribution of Income Tax T4 and T4A returns on an annual basis according to regulations and specifications established by Revenue Canada.
- Maintain employee files that contain relevant payroll history and process.
- Liaise with School principal or designate to resolve discrepancies in payroll forms or timely submission of payroll information as required.
- Communicate with system employees by telephone, correspondence or in person in a pleasant manner to check discrepancies, resolve complaints and obtain or provide information respecting monthly salary payments made to system employees.
- Sort, organize and file all payroll reports and print outs appropriately.
- Participate in System-sponsored professional development and in-service
- Assists other payroll staff involved in similar activities to perform their tasks and performs such other duties as may be occasionally assigned by the Payroll Manager to meet organizational deadlines and objectives.
- Be knowledgeable about and supportive of all NESD administrative procedures and directives
- Attend regular departmental staff meetings, in-house in-services and external payroll related seminars as required
- Engage in lifelong learning with respect to training, in-services and courses of study.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Perform other duties as may be required or assigned by the Manager of Payroll

Judgment, Independence and Client Contact:

Confidentiality:

At no time should the Payroll Data Clerk discuss in public information pertaining to anyone in the school division. The Payroll Data Clerk is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence:

The Payroll Data Clerk is expected to work independently and as a team member of the assigned Department, the schools and the division office as required.

Judgment, Independence and Client Contact (con't):

Client/Peer Contact

This employee works collegially with school staff, school-based administration and other division based staff. Contact with other employees and outside agencies is regular and frequent.

Responsibility for Quality of Assigned Work:

The employee is under supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

Salary Grid:

The salary grid for the Payroll Data Clerk is tied to the following grid:

Accounting or Payroll Data Clerk Salary Grid 1

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	Nov 2012
Reviewed:	