

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Payroll Technician

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

Purpose:

The Payroll Technician is responsible for the administration and processing of the division wide payroll and group benefits for the school division in a timely and accurate manner.

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution or equivalent
- Completion of post secondary courses in human resources, accounting or payroll management
- Current certification from the Canadian Payroll Association is considered an asset
- A minimum of three years of direct payroll experience
- Knowledge of applicable legislation governing payroll and related employee deductions
- Knowledge working with computerized payroll systems
- Possess knowledge of accounting principles and practices
- Proficiency in the operation of computers, word processing and spreadsheet applications and additional software comparable to those currently used in the school division.
- Minimum keyboarding speed of 50 wpm.

Required Skills and Abilities:

- Superior interpersonal and communication skills, both verbal and written to write and format moderately complex correspondence, including memos, letters, etc
- Strong problem solving, mathematical and analytical skills are required to calculate complex 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 Technician shall perform such duties and responsibilities as may be assigned included but not restricted to the following:

- Be responsible for the preparation and processing of the entire school division's monthly payrolls. This includes teachers, unionized and non-unionized employees in a computerized payroll environment
- Administer the group benefits package
- Calculate the monthly required pay adjustments as well as retro pay increases, terminations, early retirement notifications and the issuance of Record of Employment forms
- Enter and verify withdrawal adjustments to various employee storage banks; example: accumulated sick leaves, accumulated vacation days, prior to processing the monthly payroll
- Confirm the entry of new employee profiles with appropriate budget allocation(s), and process employee assignment changes according to the notices provided by the Human Resources Dept.
- Process court ordered deductions for garnishees and support deduction orders
- Monitor employee hours and years of service to process, at eligibility, the employee's next increment
- Generate the monthly payrolls in the customized, computerized in-house system producing earnings statements and payroll cheques for distribution
- Assist in monthly reconciliation of STRP, MEPP, SSBA Benefits and other deductions
- Work closely with the Human Resources team regarding new employees, payroll changes, and leave of absence entry
- Be responsible for investigating and responding to all employee/administration payroll inquiries
- Create/modify various payroll reports, forms and documents when required
- Balance and assist in the production and distribution of Income Tax T4 and T4A returns on an annual basis according to Revenue Canada regulations and specifications.
- Perform general clerical duties (i.e. filing, typing, copying etc.)
- 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 Technician discuss in public information pertaining to anyone in the school division. The Payroll Technician 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 Technician 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 Technician is tied to the following grid(s):

Accounting Clerk & Payroll Technician Salary Grid 1

Accounting Clerk & Payroll Technician Salary Grid 2

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