

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: PAYROLL AND BENEFITS COORDINATOR

JOB SUMMARY: An employee who, under the general direction of the Manager of Accounting Services, prepares Payroll for all Teaching and Non-teaching personnel, ensuring that all regulatory and contractual requirements relating to payroll and benefits are maintained.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent.
2. Valid British Columbia Driver's license may be required.
3. Two year Business Administration Diploma or second year of a recognized accounting program (CGA, CMA or CA), or equivalent course work and work experience, supplemented with ongoing training through professional development seminars with the Canadian Payroll Association and other related organizations.
4. Minimum of five years' experience and training in a computerized payroll system including benefit plan administration, in a complex public sector unionized environment.
5. Minimum of two years' experience in computer software skills, including spreadsheets, word processing and data bases.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Identify and apply a wide range of mathematical and statistical concepts.
3. Be self-directed, flexible and work independently.
4. Solve problems related to the position.
5. Maintain confidentiality.
6. Work under pressure, eg: multi-task and meet deadlines.
7. Complete specialized and technical reports.
8. Understand, interpret and apply Collective Agreements, employment contracts, benefit plans, statutory regulations and Ministry guidelines.

RESPONSIBILITIES AND DUTIES:

1. Administer Municipal and Teacher pension plans including online access and interpretation of employee data.
2. Provide timely, accurate and fully accountable payment to all employees.
3. Complete administration and reconciliation of all employee benefits, dental, extended health, medical, STD, and LTD.
4. Manage benefits and payments for employees on leave.
5. Assist family members of deceased employees with life insurance, pension, and benefits.
6. Assist with pay and benefit matters for employees suffering hardship, ie. Marriage breakup, family illness, etc.
7. Maintain and verify employee accruals on a pay period basis.
8. Considerable experience and knowledge in helping employees with purchase of past service and preparation of the necessary forms for retirees for CPP, OAS and Municipal pension plans.

9. Current knowledge of Federal and Provincial payroll regulations and the Employment Standards Act.
10. Thorough knowledge of payroll calculations, accounting and spreadsheet preparation and internal controls.
11. Ability to establish and maintain good working relationships with staff, management, benefit carriers and government bodies.
12. Ability to work with minimum supervision, with strong organizational and time management skills.
13. Ability to maintain strict confidentiality regarding payroll related information.
14. Prepare annual Pension reports, records of employment, T4's, T4A's.
15. Prepare remittances and regulatory reports to outside agencies including Pension Corporations, Canada Revenue Agency, Human Resources and Skills Development, and various other carriers.
16. Administer garnishees, terminations and severances.
17. Understand and apply Collective Agreements, employment contracts, statutory regulations, Ministry requirements and School District policies and practices.
18. Allocate work to other office clerical staff, training them in the necessary procedures and verifying their work for accuracy.
19. Perform other job related duties.