

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: PAYROLL OFFICER

JOB SUMMARY: An employee hired to perform a multitude of tasks and duties pertaining to the organization, preparation and maintenance of school district payrolls and benefit plans including allocation of work to clerical staff, who is responsible to an assigned supervisor.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent.
2. Valid British Columbia Driver's License may be required.
3. Business Administration Diploma with accounting option or equivalent course work.
4. Minimum of five years' experience and training in a computerized payroll system including benefit plan administration.
5. Minimum one 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, e.g.: 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. Responsible for the payroll functions of the school district.
2. May allocate work to other office clerical staff.
3. Develop effective work methods to handle assigned tasks.
4. Prepare monitor, reconcile audits, code and report:
 - Payrolls, such as teachers, administrators & support staff
 - Benefit plans, such as long and short term disability, dental & group insurance
 - Statutory reports, such as Revenue Canada & Superannuation
 - Vacations and sick leave plans
5. Liaise with school board personnel and various agencies.
6. Perform other job related duties.