

ADMINISTRATIVE PERSONNEL QUALIFICATIONS AND DUTIES

PAYROLL OFFICER

1. **Position Summary**

As a member of the Secretary-Treasurer's team, under the direction of the Secretary-Treasurer and Assistant Secretary-Treasurer, assume responsibility for the payroll and payroll-related accounting areas and supervision of the Payroll Clerks.

2. **Duties**

a) **Payroll**

- Ensure that all staff salaries are properly paid on a regular schedule and accurate payroll records are maintained.
- Ensure payroll information is provided for all payrolls and that copies of relevant payroll information (salary change, address change) are filed in individual employee files.
- Review each payroll input backup sheet for accuracy by comparing it with the information on the transaction report.
- Ensure that proper records of all vacation entitlement and usage by staff in accordance with the various collective agreements are maintained.
- Reconcile T4's and T4A's to the payroll general ledger and to the annual remittances to the Receiver General.
- Invoice outside agencies for employee secondments and prepare Grant Claims as required.

2. **Duties**

b) **Benefits**

- Administer employee benefits for teachers and support staff including staff on sick leave or on unpaid leave.
- Maintain, reconcile, prepare and submit on a timely basis to the Assistant Secretary-Treasurer for approval all employee benefits, remittances such as; Receiver General, pension plans, union dues, group, life and dental insurance, short and long term disability, Canada Savings Bonds, Registered Retirement Saving Plans and garnishments.
- Prepare the annual Report of Disabled Members for MAST Pension for Non-Teaching Employees and reconcile the MAST Pension Plan year-end contribution report.
- Reconcile employee wage reimbursements from Workers Compensation and adjust the employee sick leave balance and Income Tax T4 for these payments.
- Maintain and process Deferred Salary Leave Plan deductions and salary payments to employees on Deferred Leave.
- Prepare the Employment Insurance (EI) Premium Reduction Program application for the (EI) reduced premium rates.
- Administer and maintain Conversion of Group Life Insurance and continuation of the Extended Health Care Plan for retired employees.

c) **Public Relations**

- Notify and distribute to employees by memo or by individual brochures all changes to premium rates and enhancements or changes to employee benefits plans.
- Respond to outside organization and employee inquiries in accordance with the Freedom of Information and Privacy Act (FIPPA) and Personal Health Information Act (PHIA) requirements by phone or in person by providing full and complete payroll information on salaries, deductions, contracts, benefits, vacation and sick leave.

2. **Duties**

d) Related

- Assist the Secretary-Treasurer and Assistant Secretary-Treasurer in the preparation of the annual salaries and benefits budget estimates.
- Employment Verifications requested by employees for bank loans and mortgages.
- Prepare data base query reports for payroll and accounting information as required.
- Compose and type miscellaneous letters and memos.

3. Education

- Grade XII.
- Certified Payroll Management Program graduate or equivalent.
- Business Education or computerized Business Accounting Course (1 year at a Community College).
- Spread sheets and mathematical skills.
- Typing 40 w.p.m.
- Use of office equipment such as computer, calculator, photocopier and fax.
- Participate in ongoing professional development.

4. Experience

- 5 years computerized accounting and payroll/personnel experience.

5. Physical Demands

- Intense concentration, eye strain from computer, sitting for long periods.
- Lifting of payroll files, payroll booklets and forms as required.

6. Working Conditions

THE SEVEN OAKS SCHOOL DIVISION

CGBAK

- Required to deal with constant deadlines.
- Frequent interruptions and conflicting demands.
- After hour attendance at educational seminars as required.