

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**PAYROLL CLERK****(SUPPORT STAFF)****1. Position Summary**

Under the general supervision of the Payroll Officer and Assistant Secretary-Treasurer maintains payrolls and related record keeping for support and casual staff within the Secretary-Treasurer's department.

2. Duties**(a) Payroll/Accounting**

- Ensure all support staff salaries are paid and accurate payroll records are maintained.
- Ensure payroll information is provided for all support staff payrolls and copies of relevant payroll information are filed in individual payroll/personnel files.
- Review each payroll input backup sheet for accuracy.
- Maintain and monitor support staff sick leave on a semi-monthly basis. Prepare and distribute sick time labels annually.
- Maintain vacation sheets for each support staff employee, as well as preparing and sending sheets out semi-annually.
- Maintain seniority lists for all support staff unions in the division and distribute to union representatives and members.
- Provide computer support to school secretaries for employee absence reporting.
- Maintain records for Canada Savings Bonds for support staff.
- Assist with distribution and questions regarding T4 slips as required.

2. **Duties**

(a) **Payroll/Accounting**

- Calculate and invoice the various organizations and agencies for employee absences.
- Interpret collective agreements, labor laws and division policies and procedures on an on going basis.
- Fills in for instructional staff payroll clerk as required.

(b) **Correspondence/Reports**

- Complete forms/requests such as Payroll Investigations, Report on Hiring for Canada Employment and Immigration, Employment Verifications, M.A.S.T. forms, Stats Canada Report and Worker's Compensation forms.
- Compose and type miscellaneous letters and memos.
- Complete Records of Employment each June for all employees less than 12 months, and during the school breaks for those employees laid off, as well as for any casuals or terminated employees.

3. **Education**

- Grade XII.
- 2 year Community College degree or equivalent.
- Typing — 40 w.p.m.
- Use of office equipment such as, computer, calculator, photocopier and fax machine.

4. **Experience**

- 2 years accounting and 1 year payroll experience, plus on the job training which includes in house computer training.

5. **Physical Demands**

- Visual concentration; eye strain from computer, sitting for long periods of time and intense concentration.

6. **Working Conditions**

- Required to deal with constant deadlines.
- Frequent interruptions and conflicting demands.
- Occasional after hour attendance at educational seminars.

