

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

Under the general supervision of the Payroll Officer and Assistant Secretary-Treasurer maintains payroll and related record keeping for instructional staff, substitute teachers, trustees and heritage language teachers. Performs accounting functions such as cash receipts/deposits, accounts receivable and account reconciliations within the Secretary-Treasurer's department.

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

- Ensure all instructional, substitutes, trustees, driver education, and heritage language salaries are properly paid on a regular schedule and accurate payrolls are maintained.
- Ensure accuracy of mid-month and month end reports from schools.
- Ensure payroll information is provided for teacher and substitute payrolls and that copies of relevant payroll information (salary change, classification change, address change) are filed in individual employee files.
- Interpret collective agreements, labor laws and division policies and procedures.
- Review each payroll input back up sheet for accuracy by comparing it with the information on the transaction report.
- Monitor and maintain instructional staff sick leave on a semi-monthly basis by verifying reports supplied by the schools and report to Payroll Officer anyone who is almost out of sick days.
- Maintain and distribute lists for instructional staff.

## 2. Duties

### (a) Payroll/Accounting

- Calculate and invoice organizations and agencies for sub costs for employee absences.
- Balance Benefit Accounts.
- Provide computer support to school secretaries for reporting employee absence and substitutes.
- Maintain records for Canada Savings Bonds for instructional staff.
- Distribute and answer questions regarding T4 slips as required.
- Calculate pay outs for teachers during the year.
- Backup support staff payroll clerk as required.

### (b) Related Duties

- Prepare a listing of accounts receivable, invoice, and follow up on outstanding accounts such as facility rentals and outside billings.
- Maintain non-resident student account receivable accounts, prepare invoices, account receivable cash receipts and deposits, reconcile non-resident accounts.
- Issue receipts for monies received and prepare bank deposits for the Assistant Secretary-Treasurer as well as follow up on the collection of NSF cheques.
- Responsible for the security of cash and cheques received by the school division by placing in the safe until the monies are deposited.
- Secures files and prepares for monthly deposit all bus pass fees.

### (d) Correspondence/Reports

- Complete requests for payroll investigations and "Report on Hiring" for Canada Employment and Immigration.

2. **Duties**

(d) **Correspondence/Reports**

- Employment verifications requested by employees to supply their banks for loans/mortgages.
- Issue records of employment for teachers and substitutes.
- Compose and type miscellaneous letters and memos.
- Complete a variety of reports such as Worker's Compensation, Teacher Retirement Annuity Fund, Statistics Canada and substitute verification.
- Complete reports at June 30 for days worked for teachers and substitutes.
- Prepare data base query reports for payroll and accounting information as required.

3. **Education**

- Grade XII.
- Business Education or computerized Business Accountancy Course. (1 year at a Community College).
- Typing — 40 w.p.m.
- Use of office equipment such as, computer, calculator, photocopier and fax machine.

4. **Experience**

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

5. **Physical Demands**

- Intense visual concentration; eye strain from computer, sitting for long periods.

6. **Working Conditions**

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