



ST. JAMES-ASSINIBOIA SCHOOL DIVISION
"Great Schools for Growing and Learning"

PAYROLL OFFICER, Full-time (100%) position

Reporting to the Manager, Payroll & Benefits, the Payroll Officer is a key member of the payroll team processing payroll for 1,850 employees in the division.

Duties and responsibilities:

- Administer the full cycle semi-monthly payroll for 725 division staff including teachers, school administrators, senior administrators and Trustees.
- Collect, verify, input and process employee information as received.
- Complete, verify, and process forms and documentation for the administration of group insurance benefits and retirement plans.
- Prepare, balance and reconcile payroll-related filings, remittances and supporting documentation, for pension plans, group insurance premiums, ROE's, T4's, garnishments, union dues, and other statements.
- Identify and resolve payroll discrepancies and benefit-related issues
- Communicate directly with staff regarding payroll inquiries.
- Develop, implement, and maintain payroll policies, procedures, and internal controls to mitigate risk, protect employee privacy, and ensure the integrity of payroll data in compliance with applicable legislation and regulatory requirements.
- Other duties and projects as assigned by the Manager, Payroll and Benefits.

Qualifications:

- Successful completion of the National Payroll Institute Payroll Compliance Professional (PCP) or equivalent.
- 3+ years related senior payroll experience working within a unionized environment.
- Post-secondary education in payroll, accounting, finance, business or human resources would be considered an asset.
- Excellent organizational skills and proficiency with Excel.

Applications will be accepted until position is filled.

Director, Human Resources
St. James-Assiniboia School Division
2574 Portage Avenue, Winnipeg, MB R3J 0H8
email: kristina.pawlyk@sjasd.ca

All applicants are thanked for their interest; however, only applicants selected for an interview will be contacted. Employment is contingent upon the provision of clear Criminal Record and Child Abuse Registry checks.

The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves and is committed to providing an inclusive and barrier free work environment. We value diversity in our workplace; hence, we invite and encourage applications from people that self-identify as members of designated groups (Indigenous peoples, persons with disabilities, members of a visible minority, and women).

If you need to be accommodated during any phase of the hiring process, please contact Human Resources to request special accommodation. All information received relating to accommodation will be kept confidential.