



**ST. JAMES-ASSINIBOIA
SCHOOL DIVISION**

NON-TEACHING VACANCY

INSTRUCTIONS:

Application/Transfer forms are available on the School Division website at www.sjasd.ca

A separate application is to be submitted for each job vacancy.

NOTE: Applicants should consider the position filled if they have not been contacted within one month from the closing date shown on the posting.

Job Vacancy #	23/24-219
Application Deadline	March 18, 2024 at 4:30 p.m.
Employee Group	MANTE
Classification	Assistant Payroll Clerk 100%
Location	Board Office
Hours of Work	Monday to Friday (7 hours per day)
Wage or Salary	\$23.07 - \$27.21 per hour
Start Date	ASAP
Probation Period	120 working days (Internal staff – 60 day trial period)

JOB SUMMARY:

Performs all duties necessary for the administration, calculation and distribution of accurate wages and benefits to employees.

DUTIES:

- Assists the payroll department in calculating deductions, remittances, and taxes against tight deadlines;
- Determines time worked and required pay adjustments from time sheets, payroll forms and other sources of information;
- Identifies and ensures resolution of any anomalies or discrepancies;
- Communicates to, explains, and assists employees with all necessary pay and benefit issues;
- Assists in the preparation of journal entries, benefits reconciliation and maintenance of systems, reports, records, and files;
- Acts as backup to all Division payrolls;
- Performs other related duties as assigned.

QUALIFICATIONS:

- High school diploma plus first level of Canadian Payroll Association Payroll Compliance Practitioner Certification;
- Excellent computer and keyboarding skills;
- 2 – 3 years related experience;
- Demonstrated ability to communicate effectively with all levels of staff and to handle confidential information;
- An equivalent combination of education and experience may be acceptable to the Division.

APPLY TO:

Attn: Manager, Human Resources, MANTE
Email: mantepostings@sjasd.ca

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. 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.

March 12, 2024