

LL 88764

CCA

**Division Administrative Job Descriptions**

**Position Title:**       **Manager, Payroll and Benefits**

**Reports To:**         Secretary-Treasurer/Chief Financial Officer or Designate

**Supervises:**         All Payroll Staff

**Job Summary:**       To oversee and ensure the successful delivery of the  
Division's payroll and benefits processes.

**Key Accountabilities:**

1. To prepare and process payrolls and complete all work required to ensure payrolls are completed.
2. To develop and maintain payroll policies and procedures and internal controls to mitigate risk, protect privacy and documentation, and to ensure integrity of payroll data in compliance with legislative laws and regulations.
3. To audit payrolls and recommend policy, system and technological upgrades when applicable for efficiencies and productivity improvements.
4. To verify and ensure calculations of earnings and deductions are compliant with union requirements, policies, laws and required deadlines.
5. To update, revise and maintain system for payroll deductions (tax, EI, CPP, YMPE, rates, etc.) and to implement in a timely manner in conjunction with all applicable policies, legislative rules and regulations.
6. To create and update the payroll system with pay cycles, pay dates and calendars for all Division payrolls ensuring appropriate earning and deduction codes correspond to the correct pay.
7. To balance and reconcile payroll accounts monthly, quarterly, annually and for year-end analysis to prepare journal entries for the Division's accounting system.

|                 |          |                 |        |
|-----------------|----------|-----------------|--------|
| ADOPTED         | REVIEWED | REVISED         | PAGE   |
| 22/Apr/03       |          | 6/Feb/24        | 1 of 2 |
| Motion 08-16-03 |          | Motion 02-04-24 |        |

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-48**

8. To liaise between employees and the Division's Disability insurance providers to ensure the appropriate calculations of sick leave credits, benefits, premiums and other required information is communicated in a timely manner.
9. To communicate and ensure retired employees have the appropriate benefit information to provide a smooth transition along with any ERIP or applicable RRSP transfers.
10. To collaborate with other departments reviewing vacation accrual balances and upload new entitlements in the system annually based on policies and collective agreements.
11. To update GL information as required and lead and manage the annual reporting for T220 car allowance forms.
12. To coordinate and lead the annual process to issue T4 and T4A supplementary forms and compile an annual T4 summary including reconciliations required with respect to deductions.
13. To assist and support the finance department with preparation of salary and benefit budgets and year-end working papers for payroll, and to assist in the external audit process.
14. To assume other responsibilities as required.

**Required Education and Experience:**

- Certified Payroll Manager in good standing
- 5 Years related experience at a senior level including supervisory experience
- An equivalent combination of education and experience may be acceptable to the Division.

|                 |          |                 |        |
|-----------------|----------|-----------------|--------|
| ADOPTED         | REVIEWED | REVISED         | PAGE   |
| 22/Apr/03       |          | 6/Feb/24        | 2 of 2 |
| Motion 08-16-03 |          | Motion 02-04-24 |        |