

LL 88764

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION TITLE: PAYROLL OFFICER**

**REPORTS TO:** Manager, Payroll and Benefits

**JOB SUMMARY:** The Payroll Officer is responsible for full cycle payroll functions as it relates to collecting, verifying and processing monthly (mid-month advance) payrolls for Senior and School Administrators, Trustees and Teachers using a computer integrated payroll/finance system.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- prepares and processes the monthly payroll for Senior and School Administrators, Trustees and Teachers;
- reconciles and prepares remittance for employee deductions (Revenue Canada, benefit carriers, union dues);
- prepares records of employment forms as required;
- implements salary/wage adjustments (increments, classification changes, car allowances, leaves without pay, etc.) as required;
- responds to general payroll/benefit inquiries from staff;
- analyzes computerized in-house payroll system to ensure calculations are accurate;
- assists Manager, Payroll and Benefits in the implementation of new payroll financial software if and as required;
- ensures that off cycle payments are prepared in accordance with required deductions;
- assists employees in the completion of payroll and benefit forms; - prepares employers statements for long term disability;

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

**JOB DESCRIPTION:**  
**AP1-21**

- maintains employee benefit files;
- completes payroll reports and surveys (Stats Canada, MTS Benefits, TRAF, etc.);
- - checks on teacher sick benefit credits and ensures letters on payroll deductions due to lack of sick leave credits are issued as required;
- Assists with T4 and T4A supplementary forms and compiles annual T4 summary;
- Assists the Manager, Payroll and Benefits with the reconciliation of T4 amounts for EI, CPP, Income Tax, Pensions; and year-end working papers for payroll
- Assists, the Manager, Payroll and Benefits in preparing and issuing T2200 forms (staff car allowance claim for Revenue Canada);
- verifies payroll calculations (taxable benefit amounts);
- prepares teacher retro pay and analyzes computerized in-house payroll system to ensure accuracy;
- performs other duties as assigned.

**QUALIFICATIONS:**

- National Payroll Institute - Payroll Compliance Practitioner Certification;
- 3 to 5 years prior related senior payroll experience; which includes working within a unionized environment
- excellent organizational skills.
- ability to communicate effectively and efficiently (orally and in writing) with all levels and staff;
- knowledge and experience in working with spreadsheet software such as Excel;
- good knowledge of basic mathematical skills;
- demonstrated ability to handle highly confidential information;
- equivalent combination of education and experience may be acceptable to the Division.

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