

86646

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: **PAYROLL CLERK**

REPORTS TO: Manager, Payroll and Benefits

SUPERVISES: N/A

LOCATION: Board Office

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

DUTIES AND RESPONSIBILITIES:

- Calculates payroll including all required 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;
- Performs journal entries, reconciles benefits, assists in the auditing process, and prepares and maintains all necessary systems, reports, records, and files;
- Acts as backup to all Division payrolls other than those typically assigned;
- Performs other related duties as assigned or as required including all duties of lower classified positions and provides mentoring to junior staff (if applicable).

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QUALIFICATIONS:

- High school diploma plus first level of Canadian Payroll Association Payroll Compliance Practitioner Certification;
- Excellent computer and keyboarding skills;
- 3-5 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.

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