

#1777809

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

POSITION: **ASSISTANT 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:

- 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.

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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.

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