



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	Payroll Clerk
Department	Finance
Location	School Board Office
Reports to	Secretary Treasurer or Designate

Type of position:	Maximum Hours: 35 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

GENERAL DESCRIPTION

Reporting to the Secretary Treasurer or their designate, the Payroll Clerk is responsible within deadlines for the accurate and timely administration, preparation and processing of the district's pay and benefits program for excluded staff, school administrators, teachers and support staff (including substitutes, regular, casual and noon-hour supervisors); and the maintenance of all payroll master files; and works as a member of a team to ensure the timely resolution of general district requirements, in accordance with applicable acts, regulations, policies and procedures.

TYPICAL DUTIES

- Liaises with personnel to confirm/clarify payroll related data
- Issues forms and information packages to employees; explains procedures,
- Ensures receipt of completed forms; maintains and updates individual employee Payroll files (including monitoring and adjusting vacation, sick and banked overtime entitlements); maintains security of district personnel files
- Checks timesheet authorizations and account codes; prepares timesheet templates calculates pay adjustments (e.g. Leave of absences, substitution pay)
- Determines and calculates employee entitlements, deductions, benefit changes
- Maintains records of employees on leave for benefit premiums or Teachers-on-Call (e.g. Dues); determines billable costs and forwards to accounts receivable for processing; prepares and processes documentation; calculates retroactive pay adjustments; processes salary increases

- Inputs payroll data (generating cheques, payslips); obtains authorization on lump sum payments; distributes payslips, t-4s, csbs, pension statements, etc.;
- Takes cheques to bank
- Monitors and determines accuracy of district's deductions, adjustments, entitlements (i.e. Vacation, sick); summarizes, prepares and authorizes monthly remittance requests/ voucher packages (e.g. Statutory, benefits carrier, MSP, CSBs, miscellaneous deductions); reconciles benefit billings; advises benefits carrier of changes to FTEs/salary
- Prepares, adjusts, corrects and reconciles payroll journals
- Responds to routine inquiries from staff on pay and benefits related matters
- Compiles and explains various periodic and annual reports (e.g. T-4 summary)
- Maintains a bring forward system (e.g. salary increments)
- Installs new payroll software releases; performs tape backups as required;
- Liaises with software company regarding problems
- Operates standard office equipment including computer (word processing, spreadsheets, data entry, system backup, calculators, multi-function photocopier
- Performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Certified Payroll Manager (will consider Payroll Compliance Practitioner working towards Certified Payroll Manager designation)
- Completion of grade 12 or equivalent including courses in personal computers (word processing, databases, spreadsheets)
- Over 2 and up to 3 years previous computerized pay and benefits and on-the-job experience

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>