



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 Technician
Department	Human Resources
Location	School Board Office
Reports to	Director of Human Resources

GENERAL DESCRIPTION

Reporting to the Director of Human Resources, the Payroll Technician processes payrolls including entering employee time and absence information, managing payroll batches and processing programs, updating history, balancing, backing up system, transferring funds and performing year end duties. Administers employee benefits.

TYPICAL DUTIES & RESPONSIBILITIES

- Completes payroll in accordance with collective agreements and employee contracts, enters employee data and generates pay calculations.
- Performs pay and benefits adjustments including increments, leaves of absence, sick leave, WorkSafe BC claims, vacation and expense reimbursements.
- Calculates a variety of payroll deductions including income tax, pension and benefit premiums.
- Prepares and maintains payroll documents and reports including pension and WorkSafe BC reports, records of employment, income tax statements and Service Canada summaries.
- Manages employee benefit eligibility and coverage.
- Reconciles carrier invoices with payroll and processes payment.
- Ensures accuracy of timesheets and absence reports. Tracks employee absences and manages accrual banks.
- Performs payroll reconciliations including with payroll bank accounts and employee time banks.
- Maintains payroll and benefits records in accordance with policy and legislation.
- Responds to employee enquiries regarding pay and benefits, including pension. Gathering technical information and responding to questions from external agencies.
- Check communication task in other business management software (BMS).

TYPICAL QUALIFICATIONS & SKILLS

- Grade 12.
- Office Administration certificate (equivalent of one year post secondary education)
- Completion of Payroll Compliance Practitioner of the Canadian Payroll Association training (equivalent to one year of post secondary education)
- Two years experience in payroll and benefits administration

FOR CMSD:	Kiran Bath	<i>Title</i>	Director of Human Resources
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FOR CUPE:		<i>Title</i>	CUPE JEMC Representative
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