
PAYROLL AND BENEFITS

General Position Description

1. The Payroll and Benefits position provides Payroll/Benefits services for the School Division.
2. General responsibility for payroll under the direction of the Secretary-Treasurer.
3. This individual operates as part of the Swan Valley School Division Office Team to provide efficient and effective service for Senior Administration and to the School Division.

Responsibilities and Duties

1. Ensure that employees of the Division receive payment for services promptly in accordance with all salary contracts and collective agreements.
2. Prepare, ensure accuracy and process all entries for payrolls for computer processing including calculation of all hours of work and overtime.
3. Verification of all teacher qualifications and experience with the Professional Certification Branch of Manitoba Education, Citizenship and Youth.
4. Reconcile and process all remittance data for all benefits, government deductions and agencies and prepare the necessary information for Accounts Payable.
5. Prepare and process Direct Deposit transfers/Payroll cheques and distribute itemized statements of earnings and deductions for employees.
6. Prepare record of employment insurance forms for layoff/terminated employees and complete all requests for payroll information for employment insurance purposes.
7. Balance, issue and distribute all T4/T4A forms and prepare annual T4/T4A summary.
8. Prepare the annual Workers Compensation return, submit quarterly payments and collate information on injury claims as required.
9. Maintain accurate and current information regarding each employee's vacation entitlement, sick and other leave accumulations and salary updates.
10. Maintain complete employee files.
11. Verify class and experience for all new teachers.
12. Administrate Pension Plans, TFSA Plan, Group Insurance Plans, LTD/STD Plans, Blue Cross Plans, CUPE and MTS/SVTA fees and such other plans that the Division may enroll in.
13. Assist the Secretary-Treasurer with the preparation of all appropriate material for the annual audit (Balancing/Reconciling Payroll Accounts).
14. Provide credit information and references to organizations outside the Division in accordance with regulations and statistics.

15. Process garnishment requests.
16. Process employment verifications.
17. Prepare monthly invoices to collect employee benefits while away on leave.
18. Invoice organizations for replacement employer costs (MTS/SVTA/Grants).
19. Coordinate yearly support staff pension seminars with the plan advisor and schools, attend each meeting and provide feedback to Pension Plan Committee.
20. Prepare quarterly PST Remittance and submit payment to our financial institution.
21. Co-chair staff social committee. (Plan staff parties)
22. Other related duties as may be assigned from time to time.

Skills and Qualifications

- Strong interpersonal skills; working as part of a team
- Excellent verbal and written communication skills
- Strong organizational skills
- Demonstrated data entry skills with a great attention to detail and accuracy
- Working knowledge of accounting principles, procedures and practices
- Ability to prioritize and manage time to ensure deadlines are met
- Strong computer skills and experience working with accounting software applications, Word and Excel

Employment Requirements

- Diploma in recognized accounting or business administration program
- Preference – Canadian Payroll Association Certification
- Minimum 2 years payroll experience