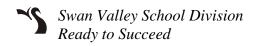
Administrative Procedure Manual



Human Resources: Job Description Payroll and Benefits

AP: 808 B

PAYROLL AND BENEFITS

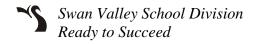
General Position Description

- 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.

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- 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