

Position: Payroll and Benefits Clerk

Department: Secretary Treasurer Department

Reports To: Secretary-Treasurer

JOB SUMMARY

To contribute to the overall goals and objectives of the Swan Valley School Division by providing administrative support to the Division Office, specifically supporting the Secretary-Treasurer Department. This role involves providing administrative support and performing and processing payroll functions for the Division, including implementing, performing, and maintaining payroll, benefits, and related processes and documents, as well as providing administrative and financial support in the preparation of the annual budget.

PRIMARY RESPONSIBILITIES

General Administrative and Financial Support:

- **Administrative Support:** Provide administrative support to the Division Office, specifically for payroll and benefits functions across the Division.
- **Payroll and Accounting Oversight:** Perform, direct, monitor, and maintain all Divisional payroll and accounting procedures and processes.
- **Financial Analysis and Budgeting:** Provide financial analysis and support in the preparation of the annual budget; assist the Secretary-Treasurer in developing the annual budget.
- **Payroll Administration:** Oversee and execute payroll processing for all employee groups, including teaching staff, substitute teachers, support staff, spare bus drivers, and casual support staff.
- **Benefits Administration:** Administer and maintain all employee benefit plans, ensuring accuracy and compliance.
- **Human Resources Support:** Support HR and administrative procedures related to substitute and casual staff, including educational assistants and library assistants.
- **Records Management:** Direct the maintenance and organization of personnel and payroll files in accordance with Division policies and legal requirements.
- **Audit and Reporting:** Perform internal audit functions and prepare financial statements and supporting documentation for the annual external audit.
- **Financial Reporting:** Provide timely and accurate financial reports and analysis to Senior Administration as required.
- **Staff Supervision:** Manage daily operations and workload distribution for the Division's Payroll and Accounts departments, including direct supervision of staff.

Payroll Management:

- **Daily:** Enroll and terminate employees; update bus driver lists and route information, distributing updated lists to appropriate staff and supervisors; interact with all 10 & 12-month support staff regarding vacation, benefits, salary, sick inquiries, and who to contact for various staff concerns.
- **Weekly:** Implement assignment adjustments and payroll adjustments for leave (sick leave, personal leave, maternity/parental leave); assist school secretaries to complete and submit weekly payroll reports; follow up with all 10 & 12-month letters mailed out for signatures or additional information; serve as primary contact person for WCB, including filling out paperwork within 5 days of incident or information receipt, contacting employees for additional information, and following up with case coordinators.
- **Monthly:** Enroll and terminate employees; implement salary and benefit adjustments (e.g., general salary increases, increments, retro pay, allowances); implement assignment adjustments and payroll adjustments for leave; process monthly and annual payroll and reports, including preparing information for payroll transmission, creating and distributing employee payroll statements, creating and maintaining payroll records and registers, and balancing payroll and deductions.
- **Seasonal/Semester:** Prepare and issue Records of Employment (ROE's) according to the CRA three times per school year for all support staff; assist staff with information regarding their ROE's; set up any meetings or information sessions regarding changes in benefits (MSBA Pension) if required; enter and maintain division calendar for staff absences, custodian vacation, and closures of the school during the summer months (June - September).
- **Annually:** Calculate general salary increases and adjust/update support staff pay scales; complete and distribute annual 10-month support staff assignment letters in June and September.

Data Entry:

- Perform Substitute/Casual and Trustee Indemnity payroll data entry, and Support Staff payroll data entry.
- Update and maintain all Leave of Absence/Sick Leave/Vacation banks; enter weekly support staff reports from secretaries, ensuring all reports are balanced and authorized. Notifying supervisors of absences.

Benefits Administration:

- Be knowledgeable of employee benefit plans; assist in daily administration and processing of employee benefit plans, including Extended Health, MAST, Pension Plan, Dental Plan, Group Life Insurance plan, and WCB; daily interact with 10 & 12-month support staff regarding vacation, benefits, salary, sick inquiries, and who to contact for various staff concerns.

Personnel Files Management:

- **Daily:** Maintain and file personnel and payroll material and records for support staff and

substitute teachers.

- **Seasonal/Semester:** Go through support staff, substitute, and casual files to purge any duplicate information and update all payroll packages, paper, and computer files.
- **Annually:** Purge support staff payroll files as per regulations.

Accounts/Financial/Payroll Records:

- Maintain and file payroll accounts records as required.
- Create and balance all required payroll reports (e.g., Record of Employment, T-4 Statements) and add Accounts Payable (A/P) invoices to the Payroll Cheque run to keep current.

Accounts/Purchasing Operations:

- Code invoices and distribute according to FRAME and Divisional coding manual as required; prepare and process cheque run if required.

Secretarial Duties:

- Perform typing, word processing, publishing, spreadsheet, and database tasks for payroll and accounts. Copy and distribute correspondence and information for mailing.
- Provide in-person and telephone reception as back-up for other Division Office staff.

POSITION QUALIFICATIONS**Required Education and Experience:**

- Graduation from grade 12.
- Post-secondary diploma in Office Administration/Secretarial Science, or equivalent.
- A minimum of two years prior payroll or accounts processing experience or equivalent.

Required Knowledge, Skills, and Abilities:

- Ability to communicate effectively with people both orally and in writing.
- Strong organizational skills.
- Strong technology skills and knowledge and experience in word processing, spreadsheets, databases, and publishing applications.
- Ability to work effectively under pressure, within defined timeframes, and with a variety of people in a team environment.
- Ability to work well independently, be flexible, adjust to changing work assignments, and deal with and maintain confidential information.

Preferred Qualifications:

- Experience and training in Microsoft Office.
- Completion of accounting or payroll courses.

- Prior School Division payroll or accounting experience.

COMPETENCIES

Organizational:

- **Teamwork and Collaboration:** Ability to work effectively with a variety of people in a team environment.
- **Adaptability and Flexibility:** Ability to be flexible and adjust to changing work assignments.
- **Confidentiality:** Demonstrated ability to deal with and maintain confidential information.
- **Dependability and Autonomy:** Ability to work well independently and consistently meet deadlines under pressure.

Role Specific:

- **Administrative and Financial Acumen:** Proficiency in providing administrative support to finance, business, and payroll functions, including performing budget support.
- **Technical Proficiency:** Strong skills in using technology for word processing, spreadsheets, databases, and publishing applications.
- **Communication Skills:** Effective oral and written communication for daily interactions with various stakeholders.
- **Problem-Solving:** Capability to handle complex interactions that may require interpretation, persuasion, or negotiation, and to resolve routine or non-standard problems impacting various groups or departments.
- **Organizational and Data Management:** Excellent organizational skills for data entry, record keeping, and report generation.

WORK CONDITIONS

Physical Demands:

- Low physical effort.

Environment:

- Work environment involves regular exposure to pressure and defined timeframes.
- Constant communication and daily interaction with people both inside and outside the division.
- Interactions can be complex, requiring interpretation, persuasion, or negotiation to handle problematic situations.
- Some exposure to disagreeable elements.
- Requires high intensity mental concentration and attentiveness for more than 4 hours at a time.