

**Position:** Accounts Payable/Payroll Assistant

**Department:** Finance Department

**Reports To:** Secretary-Treasurer

### **JOB SUMMARY**

The Accounts Payable/Payroll Assistant contributes to the overall goals and objectives of the Division by providing administrative support to the Division. This position supports the finance, business, and administration functions. This includes implementing, performing, and maintaining accounting procedures, payroll, and benefits processes.

### **PRIMARY RESPONSIBILITIES**

#### **General Administrative and Financial Support:**

- Providing administrative support to the Division Office, specifically the finance, business, and administration functions, and the payroll and accounts departments.
- Implementing, performing, and maintaining accounting procedures, payroll, and benefits processes and documents.
- Providing related administrative and financial support in the preparation of the annual budget.
- Providing clerical support to the Secretary-Treasurer, including sorting, copying, filing, and distributing information.
- Preparing and processing accounts payable and cheque/payments being issued.
- Assisting with accounts receivable preparation and processes, and bank deposits.
- Completing data entry and maintaining statistical reports, inventory, and information.
- Coordinating and maintaining the Division Office petty cash fund.
- Completing and distributing accounts, payroll, and financial reports as required.
- Provide coordinating and completion of supply and inventory purchases for Division Staff, Managers, and other departments.
- Performing back-up to other administrative support staff as required.
- Handling other job-related duties as required.

#### **Educational Assistant and Substitute Payroll:**

- Enrolling and terminating employees in the payroll process.
- Processing Education Assistant payroll.
- Maintaining and filing personnel and payroll materials and records for support staff and substitute teachers.
- Coding invoices and distribution according to FRAME and Divisional coding manual.
- Preparing and processing the cheque run if required.

- Copying, distributing correspondence and information, and preparing mail-outs.
- Inputting assignment adjustments.
- Implementing and entering payroll adjustments for leaves.
- Assisting school secretaries to complete and submit semi-monthly payroll reports as required.
- Weekly entry of support staff reports from secretaries, ensuring all reports are balanced, weeks are authorized, and following up to ensure leaves and payment vouchers are put in timely and cutoff periods are reminded.
- In-person and telephone reception for other Division Office staff.
- Implementing salary and benefit adjustments (e.g., general salary increases, increments, retro pay, allowances).
- Processing 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 (payroll and deductions).
- Preparing and adding postage to all vouchers and mass mail-outs.
- Preparing and issuing Record of Employments (ROE) for Educational Assistants according to the Canadian Revenue Agency three times per school year for all Educational Assistants.
- Entering and maintaining division calendar for staff absences, custodian vacation, and closures of the school during the summer months.
- Updating all payroll packages, paper, and computer files, and notifying appropriate staff to update SVSD electronic records.
- Creating and balancing all required payroll reports (e.g., Record of Employment).
- Completing and distributing annual 10-month support staff assignment letters in June and September.
- Going through support staff, substitute, and casual files to purge payroll files as per regulations.

#### **Human Resource – Educational Assistant**

- Checking Human Resource to ensure new hires are active.
- Maintaining and tracking all Educational Assistant time sheets.

#### **Benefits:**

- Being knowledgeable of employee benefit plans.

#### **POSITION QUALIFICATIONS**

##### **Required Education and Experience:**

- Graduation from grade 12.
- Post-secondary diploma in Office Administration, 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: Ability to work effectively with a variety of people in a team environment.
- Adaptability: Flexibility and ability to adjust to changing work assignments.
- Integrity: Ability to deal with and maintain confidential information.
- Autonomy: Ability to work well independently.

**Role Specific:**

- Communication: Constant communication and interaction with people inside and outside the division, including handling complex interactions requiring interpretation, persuasion, or negotiation.
- Problem Solving: Ability to infer based on established procedures and practices, solving routine and non-standard problems impacting single or multiple groups/departments.
- Judgment: Capable of handling complex interactions and situations.
- Attention to Detail & Accuracy: Essential for processing accounts, payroll, and financial reports.
- Technological Proficiency: Strong skills in word processing, spreadsheets, databases, and publishing applications.
- Time Management: Ability to work effectively under pressure and within defined timeframes.
- Concentration: Requires high intensity mental concentration for more than 4 hours at a time.

## **WORK CONDITIONS**

### **Physical Demands:**

- Moderate intensity physical effort, potentially exceeding two hours per day.

### **Environment:**

- Office environment with constant interaction with people inside and outside the division.
- Exposure to pressure and defined timeframes.
- Requires dealing with and maintaining confidential information.
- Some exposure to disagreeable elements in regular working conditions.
- Minor to moderate risk of injury, harm, or illness.