

SENIOR PAYROLL CLERK

Division: 4 (Clerical)

Reports to: Manager of Financial Services

Job Summary

With minimal direction, the Payroll Clerk performs payroll and related functions for all employee groups. Maintains up to date knowledge of the retirement requirements of pension, superannuation and other benefit plans available to employees. He/she works cooperatively with other employees and external agencies.

Duties and Responsibilities

- Inputs and retrieves data on the computer such as information relating to new employees, changes in employee status, hours worked.
- Distributes, collects and ensures accuracy of timesheets, calculates overtime rates, compensatory time, acting pay and other necessary adjustments.
- Generates pay calculations, produces payroll registers and completes payroll.
- In consultation with Human Resources, responsible for paying correct number of people.
- Maintains an up to date knowledge of employee contracts and collective agreements.
- Maintains records and makes necessary adjustments for items such as sick leave, increments, absentees, income tax, Workers' Compensation Board.
- Upon the death of an employee, advises family members of benefits including life insurance and pension.
- Meets with employees to advise them of their retirement options. Certifies required documents, explains benefit coverage, and submits completed forms to Superannuation.
- Calculates and ensures accuracy of pension buy-back applications.
- Provides a detailed sick leave, earnings and pension contribution report for salary indemnity plans.
- Assists employees in completing LTD/PPP (Disability) applications. Provides all necessary documentation to the carrier.
- Reconciles benefit billings to payroll records and general ledger accounts, and forwards to Accounts Payable.
- Distributes and collects absentee reports for teachers.
- Answers inquiries and relays messages to and from staff, external agencies and the public by computer, telephone, mail, facsimile, Internet, or in person.
- Prepares various reports such as pension reports, Records of Employment, requests for payroll information, and Revenue Canada summaries.
- Reconciles and generates Year End Procedures including T4's, T4A's and Annual Pension Report.

- Calculates payouts such as sick leave, vacation, and retirement benefits.
- Distributes information and forms for Canada Savings Bonds and R.R.S.P.s, calculates and sets up deductions.
- Calculates and sets up deductions for computer purchases.
- Completes detailed information for I.C.B.C. claims.
- Completes payroll information required for W.C. B. claims.
- Calculates and codes leave of absence applications to be billed or distributed to proper accounts.
- Files and maintains a variety of materials such as timesheets, payroll reports and memoranda.
- Duplicates, sorts, collates and staples materials.
- Shreds material.
- Lifts and moves office and paper supplies.
- Performs other clerical or emergent duties.

Equipment Used

Computer, telephone, calculator, facsimile machine, photocopier and other office related equipment.

Required Knowledge, Ability, Skills

- High school diploma or equivalent.
- Over two years' up to and including three years' experience in a computerized, unionized payroll and human resources environment.
- Successful completion of the Payroll Administration course offered by the Canadian Payroll Association of at least one year, to Level Two.
- Proficient in numeric keypad skills.
- Keyboarding speed of 50 words per minute.
- Intermediate level bookkeeping skills.
- Intermediate knowledge of database and spreadsheet computer functions.
- Ability to work with constant interruptions.
- Ability to maintain close attention to detail for periods of sustained duration and to meet deadlines.
- Ability to use tact and diplomacy when handling contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information in contacts with staff and family members.
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to plan and schedule work and organize the workload effectively.

Originated: April 29, 1998

Revised: June 10, 2015

Senior Payroll Clerk