



Grande Prairie ^{and District} Catholic Schools

Job Description

PAYROLL CLERK

Date Created	June 2018
Date Amended	

Reports To

Payroll Officer

Summary

The Payroll Clerk is responsible for maintaining payroll records and administering benefits for employees within the district. Ensures that all aspects of payroll are followed as per the collective agreements and labor standard regulations. Ensures that all deadlines are met.

Qualifications

- Ability to maintain effective relations with employees and external personnel.
- Must have a pleasant manner at all times
- Must be proficient and have a positive attitude
- Ability to cope with high volume of work
- Ability to work independently and as a team
- Ability to problem solve.
- Ability to communicate effectively, verbally and in writing
- Personal flexibility

Formal Education

- Diploma in Office Administration or Business Administration or related educational equivalent
- Completion of Payroll Compliance Practitioner (PCP) course

Experience

- Minimum of three (3) years' experience in a similar position

Competencies

- Excellent communication skills
- High professional commitment
- Maintain confidentiality at all times
- Must have excellent analytical, and organizational skills
- Ability to pay close attention to detail.
- Ability to prioritize
- Acquired strong interpersonal skills
- Ability to adapt to new computer modules and collective agreement changes

Duties and Responsibilities

- Perform payroll duties as per the ATA and UNIFOR Collective Agreements
- Ensure that all government legislation is adhered to
- Ensure that all deadlines and benefit guidelines are met
- Ensure that all proper documentation is within the employee files
- Set up and terminate employees in the payroll system
- Acquire and balance hours on all monthly and hourly timesheets
- Monitor sick and vacation days through storage banks for teachers and support employees
- Calculate monthly adjustments based on information received through timesheets, absence reports, substitute teacher reports, Leave Management, changes in FTE's and hours as well as any other payroll advice changes
- Monitor and do adjustments for increments and anniversary dates for support staff
- Administer and monitor ADS (Automated Dispatch System) for teachers as well as support staff. Make any necessary corrections
- Process and finalize substitute payroll based on absences recorded in the Automated Dispatch System

- Timesheet Entry Web process - ensure all employee timesheets have been entered and all hours are correct. Review on a weekly basis. Ensure that timesheets have been authorized and interface all data into payroll using the import process
- Assist HR in ensuring that all hours are set up correctly as per assignment
- Prepare and process all payrolls prior to sending to the bank
- Assist Payroll Officer in running all monthly payrolls
- Submit payrolls to the bank through EFT
- Print earnings statements for any new employees or employees with changes and send to the school through courier or mail
- File all timesheets and related documentation in employee files
- Total hours and enter all timesheets for the casual payroll
- Process summer student payroll every 2 weeks
- Administer all benefits. Advise employees of various benefit options as well as pension plans and RRSP contribution plans
- Enroll employees in ASEBP under appropriate plans (Life Insurance, Disability, AD&D, Extended Health, Dental & Vision)
- Monitor all leaves of absence, sabbatical and maternity leaves. Contact ASEBP and arrange for benefit coverage
- Administer and maintain status of employee benefits through ASEBP on line tracking system
- Reconcile monthly ASEBP remittance with the monthly payroll benefit deductions and issue a cheque requisition to accounts payable for payment. Ensure that due dates are met
- Update excel spreadsheets after each month end for both certified and non-instructional employees showing staff positions, FTE, number of hours assigned, duration of employment and grid placement
- Set up 50/50 draw listing and monitor monthly
- Issue Records of Employment for all terminations, lay-offs and resignations and send on-line to Service Canada
- Prepare Letters of Teaching Experience as requested
- Update monthly sick reports for HR Assistant Superintendent

- Submit vacation hours and cost accruals to the Director of Finance periodically throughout the year
- Assist Payroll Officer in the preparation and issuing of T4's
- Assist Payroll Officer with end of the year assignment changes and terminations
- Assist Payroll Officer in setting up of new school year in September
- Attend Teacher Orientation and assist in completing benefit packages
- Provide reports for the Payroll Officer and Secretary Treasurer as required
- Other duties as assigned

Work Conditions

- Sitting at a desk in front of a computer for extended periods of time
- Ability to work under pressure and tight deadlines
- Ability to work additional hours throughout various times during the year when required

Health and Safety

- Each employee is required to become familiar with and adhere to Administrative Procedure 129 – Occupational Health & Safety, and AP130 – Safe & Healthy School Environment.
- Each employee is to ensure that they are following safe work methods and relevant regulations.

Acknowledgement and Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____