

School District No. 53 (Okanagan Similkameen)
Job Description

JOB TITLE: PAYROLL ASSISTANT

JOB NUMBER: 228

RESPONSIBLE TO: Manager of Human Resources

JOB SUMMARY: Under the supervision of the manager of human resources, the payroll assistant processes complex payrolls and maintains benefits.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. collect, verify, maintain, and file payroll and benefit information and supporting documents;
2. process, monitor, maintain, and reconcile payrolls and benefits;
3. respond to enquiries and provide front office coverage;
4. prepare reports, forms, spreadsheets and correspondence;
5. prepare, balance, and submit remittances, T4's, ROE's, and pension reports;
6. ensure deadlines are met;
7. keep current by participating in job-related training and staff development;
8. communicate positively and effectively, and interact as a collaborative and consultative team member;
9. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual, WorkSafeBC regulations, and payroll legislation;
10. maintain confidentiality; and
11. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 plus six months post-secondary education in payroll administration;
2. one year continuous unionized payroll/benefit administration experience, obtained within the last three years, in an integrated multi-platform system;
3. demonstrated knowledge of payroll legislation, accounting principles and procedures, and software including word processing, spreadsheets and databases;
4. demonstrated ability to work as part of a team;
5. effective communication skills in verbal, written and electronic format;
6. strong problem-solving and organizational skills; and
7. physical ability to perform all aspects of the position.