



## Okanagan Similkameen School District No. 53 Job Description

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| <b>JOB TITLE:</b>      | <b>PAYROLL ASSISTANT</b>                                                                                                                                                    |
| <b>JOB NUMBER:</b>     | 228                                                                                                                                                                         |
| <b>RESPONSIBLE TO:</b> | Secretary Treasurer or Designate                                                                                                                                            |
| <b>JOB SUMMARY:</b>    | Under the supervision of the manager of human resources or designate, the payroll assistant processes complex payrolls, maintains benefits, and performs accounting duties. |

### **JOB DUTIES AND RESPONSIBILITIES:**

1. process and reconcile payrolls and benefits;
2. reconcile/balance payrolls, benefits, general ledgers and bank accounts;
3. process, balance, and submit remittances, T4's, ROE's, and pension reports;
4. process and reconcile accounts payable including invoices and purchase orders, vendor statements, credit card transactions, expense claims, and QPV's;
5. answer inquiries and provide accounting and payroll support to school secretaries and administrators;
6. communicate with payroll software and benefit's vendors regarding the troubleshooting and resolution of issues that are of a detailed or specialized nature;
7. create/post journal entries;
8. complete district and school trust fund month-end procedures;
9. prepare/maintain reports, forms, spreadsheets and databases;
10. front office coverage and support;
11. participate in job-related training and staff development;
12. communicate positively and effectively, and interact as a collaborative and consultative team member;
13. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual, WorkSafeBC regulations, and payroll legislation;
14. maintain confidentiality; and
15. other duties as assigned.

### **REQUIRED QUALIFICATIONS:**

1. grade 12 plus post-secondary education in payroll and accounting equivalent to 6 months including the Canadian Payroll Association's Payroll Compliance Practitioner certificate (or willingness to complete);
2. two-years continuous unionized payroll/benefit administration experience in an integrated multi-platform system, obtained within the last three years;
3. demonstrated ability to keyboard accurately at 40 wpm;
4. demonstrated knowledge of payroll legislation, accounting principles and procedures, and software including word processing, spreadsheets and databases;
5. ability to take direction from supervisor(s) and work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organizational skills; and
8. physical ability to perform all aspects of the position.