

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

Payroll and Benefits
Specialist

SUMMARY

Under direction of the Finance and Payroll Manager, administers all areas of the School District Payroll and Benefits.

DUTIES

- Manages large biweekly or semi-monthly computerized payroll (approximately 650 employees)
- Manages payroll records on a daily basis, ensuring information is current, accurate and complete
- Manages benefit records, providing accurate information to employees and benefit carriers and resolves employee issues with respect to benefits (including communication with relevant agencies to resolve)
- Processes employee status changes, including leaves of absence and assignment changes
- Reviews attendance entries, audits accuracy of input and processes through payroll software
- Manages multiple accrual banks for all employee Collective Agreement entitlements
- Balances payrolls, including analysis of audit reports
- Provides prompt and accurate answers to all payroll inquiries
- Completes a variety of payroll related documents containing highly confidential and sensitive information, i.e. Superannuation/ROE's/ICBC/WCB/Lawyers, Family Maintenance Enforcement Act and other Garnishee Orders
- Advises employees contemplating retirement of their options, provides accurate pension information and estimates of monetary retirement benefits
- Compiles annual reports for payroll and accounting
- Liaisons with other departments, providing and receiving information (primarily the Human Resources department)
- Develops various master forms that are used throughout the district
- Process reimbursement claims that are paid through the payroll system
- Provides information for salary and benefit recoveries
- Organizes and updates files, manages hard copy (paper) records, archives records according to correct retention periods including storage and/or destruction
- Creates and maintains payroll documentation
- Identifies areas for enhancements and improvements of the payroll and benefits system and processes the implementation of these initiatives
- Changes the background set up and administration of payroll software systems changes including pay rate changes and benefit changes
- Reviews payroll procedures, makes recommendations and assists in improvements to increase efficiency and cost effectiveness
- Provides direction to school secretaries, district employees, other internal departments on the correct time and absence entry procedures to ensure employees are paid correctly, collective agreements are adhered to and established procedures are followed
- Resolves employee issues with earnings discrepancies working with the employee, manager and admin support

** Performs other comparable duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- Accounting Diploma or Certified Payroll Compliance Practitioner (PCP), additional courses in Accounting or related area, or equivalent combination of training and experience
- Four years related experience in a large, integrated payroll environment
- Advanced knowledge of Statutory and Legislative Regulations
- Advanced knowledge and understanding of appropriate Collective Agreements
- Valid Class 5 B.C. Driver's license
- Extensive knowledge of Microsoft Office software, with a focus on Excel
- Demonstrated ability to organize and prioritize duties, to handle high volumes of work with constantly changing inflexible deadlines and constant interruptions
- Working knowledge of computer software and spreadsheets

** Or an equivalent combination of training and experience.*

SKILLS

- Demonstrated ability to exercise a high level of professionalism, discretion
- Strong attention to detail and a high level of accuracy when performing tasks
- Ability to work at a computer on a continuous basis (up to 7 hours a day)

DATE

January 2021