



SCHOOL DISTRICT 78

FRASER-CASCADE

EVERYONE PULLING TOGETHER

INTERNAL/EXTERNAL POSTING No. 23-066

UNION VACANCY NOTICE

October 27, 2022

Date of Distribution

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: **Immediately**

DESCRIPTION: **Payroll Clerk**
Seven (7) hours per day
Five (5) days per week

LOCATION: **District Education Office**

HOURLY RATE: **\$ 27.08**

DEADLINE DATE: **November 10, 2022 at 2:00 p.m.**
(Applications will not be considered after 2:00 p.m.)

MUST HAVE: **Payroll Compliance Practitioner Certified**
Canada Payroll Association Certification Level 1
Accounting/Bookkeeping Courses
Proficiency working with MS Word and Excel
Keyboarding Skills of 60 wpm
Related experience required

Please direct all applications to: Human Resources

School District No. 78 (Fraser-Cascade)
650 Kawkawa Lake Road
Hope, B.C. VOX 1L4
Fax (604-869-7400)
Phone (604-869-2411)
Email laurie.bjorge@sd78.bc.ca

INTERNAL APPLICANTS ARE GIVEN FIRST CONSIDERATION

All applicants not currently employed by this School District must sign a release to permit a criminal record review prior to confirmation of hiring

SCHOOL DISTRICT #78 (FRASER-CASCADE)

JOB DESCRIPTION

PAYROLL CLERK

Location: District Office

Summary:

Under the direct supervision of the Accounting and Payroll Supervisor, the Payroll Clerk will be working without close supervision. Responsible for performing duties of a confidential nature.

Duties and Responsibilities:

- Manage Teachers, Non-Teachers, Substitutes, Casuals, and Trustees payrolls
- Register new employees on payroll, including benefits
- Comply with Collective Agreements as they pertain to payroll
- Maintain records ensuring most current information is recorded and Benefit Carriers are notified of any changes for employees
- Recalculate salaries when employee status changes (e.g. Leave of Absences)
- Balance payroll and check audit trails
- Respond to a wide variety of payroll and benefit inquiries
- Prepare Employment Insurance information forms, Confirmation of Employment, and Short/Long Term Disability forms
- Prepare retirement cheques, requests for pension benefits and request for pension refund forms
- Distribute pay slips
- Compile and balance information for the annual reports (Municipal & Teacher Pension, T4 & T4A slips)
- Maintain staff information (e.g. sick, holiday, vacation)
- Prepare invoices for salary and benefit recoveries, process incoming funds and issue receipts
- Reconcile liability accounts

Duties and Responsibilities cont'd:

- Perform all duties with a level of interpersonal skills appropriate to the position
- Ability to maintain a good working relationship with fellow employees
- Ability to organize work with a minimum of supervision
- Work with constant interruptions and must meet deadlines

Required Qualifications and Experience:

- High School Diploma, Payroll Management Certificate Program, and three years related experience
- Minimum keyboarding speed of 60 wpm
- Working knowledge of computer software and spreadsheets, or an equivalent combination of training and experience; ability to prepare routine letters and memoranda
- Ability to understand and effectively carry out oral and written instructions
- Good knowledge of office methods and procedures
- Demonstrated experience handling sensitive human resources personal information with appropriate discretion and maintaining confidentiality of such information