



# SCHOOL DISTRICT #8 (KOOTENAY LAKE)

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## JOB DESCRIPTION

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*Status:* APPROVED  
*Date:* April 2001  
*Reviewed:* February 2011  
January 13, 2017

### **Job Title**

Payroll and Benefits Coordinator

### **Job Summary**

An employee who, under the direction of the Secretary Treasurer or designate, supervises the preparation and distribution of payroll and benefits administration for all personnel and Trustees, ensuring that all regulatory and contractual requirements relating to payroll and benefits are maintained.

### **Job Requirements**

1. Training in Payroll accounting with a designation as a Certified Payroll Manager from the Canadian Payroll Association or completion of fifth (5th) year studies in a CGA/CMA program.
2. Experience in computerized payroll operations in a complex public sector unionized environment. Specific knowledge of the SDS payroll system would be an asset.
3. Current knowledge of Federal and Provincial payroll regulations and the Employment Standards Act.
4. Training and/or experience in administering employee benefit plans and expertise in performing cost analysis of collective bargaining proposals.
5. Interprets and implements current Collective Agreements pertaining to payroll.
6. Training and/or experience in administering Municipal and/or Teacher pension plans including online access and interpretation of employee data.
7. Thorough knowledge of payroll calculations, accounting spreadsheet preparation and internal controls.

Approved: February 17, 2017  
On behalf of CUPE Local 748:

Payroll and Benefits Coordinator  
On behalf of School District No. 8 (Kootenay Lake):

8. Establishes and maintains a good working relationships with staff, management, benefit carriers and government agencies.
9. Works with minimum supervision, with strong organizational and time management skills.
10. Maintains strict confidentiality regarding payroll related information.
11. Must have understanding and knowledge of safe work practices.
12. Demonstrated supervisory skills.
13. Perform other job related duties as may be assigned.

**Job Conditions:**

1. Work is indoors in clean, well-lighted and heated buildings
2. Work can be stressful as there are time pressures and interruptions.
3. Will face a variety of situations requiring decision making and action in accordance with protocols prescribed by the immediate supervisor.

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