

SCHOOL DISTRICT #8 (KOOTENAY LAKE)

Job Description

Status: APPROVED

Date: April 2001

Revised: February 2011

Job Title

Payroll Clerk

Job Summary:

An employee who, under the direction of the Payroll and Benefits Co-ordinator, prepares and distributes the payroll for all teaching and non-teaching personnel.

Job Requirements:

1. Training in Payroll accounting with a designation as a Payroll Compliance Practitioner from the Canadian Payroll Association or completion of third (3rd) year studies in a CGA/CMA program.
2. Related experience in complex computerized payroll environment. Public sector experience with 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. Ability to interpret and implement current Collective Agreements pertaining to payroll.
5. Ability to establish and maintain good working relationships with staff, management, benefit carriers and government agencies.
6. Ability to work with minimum supervision, with strong organizational and time management skills.
7. Ability to maintain strict confidentiality regarding payroll related information.

Approved: April 2001 Revised: February 2011
On behalf of CUPE Local 748



Payroll Clerk
On behalf of School District No. 8 (Kootenay Lake)

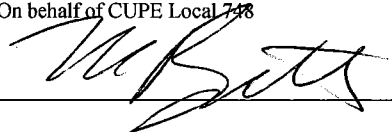


8. Must have understanding and knowledge of safe work practices.
9. Perform other job related duties as may be assigned.

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.

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