

Group: CUPE

Title: Payroll Technician

Dept.: Payroll

Location: School Board Office

Position Description:

Prepares and distributes the payroll for staff, ensuring that all regulatory and contractual requirements related to payroll are maintained.

Reports to:

Secretary-Treasurer or designate

Direct Reports:

N/A

Duties & Responsibilities:

- Inputs and retrieves data including information related to new employees, changes in employee status, assignments, etc.
- Ensures accuracy of timesheets and absence reports. Tracks employee absences and manages accrual banks.
- Calculates payroll deductions including income tax, pension, and benefit premiums.
- Performs pay and benefits adjustments including increments, leaves of absence, sick leave, WorkSafe BC claims, vacation, and payroll deductions.
- Runs payrolls, including editing and balancing batches, running payroll processing programs, updating payroll system history, and balancing payroll to control figures.
- Prepares and maintains payroll documents and reports in accordance with policy and legislation (e.g. WorkSafeBC reports, records of employment, income tax statements and Service Canada summaries).
- Performs payroll reconciliations to payroll liability accounts and employee time banks, and preparing adjusting journal entries
- Responds to inquiries from employees, CRA and other agencies regarding pay and benefits, including pension, and refers staff to appropriate agencies for further guidance.

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.

Job Requirements: Minimum Qualifications

Education & Experience:

- Training in Payroll accounting with a designation as a Payroll Compliance Practitioner from the Canadian Payroll Association
- Two years' experience in payroll and benefits administration
- Specific knowledge of the current payroll system utilized by School District No. 8 and accounting experience/education would be an asset.

Skills & Knowledge & Abilities:

SKILLS:

- Strong conflict resolution skills and an ability to manage difficult situations with tact and diplomacy.
- Customer service expertise, and proficiency in building relationships.
- Strong collaboration and teamwork abilities
- Proactive and initiative-driven mindset
- Effective communication, organizational and time management skills, along with attention to detail

KNOWLEDGE:

- Current knowledge of Federal and Provincial payroll regulations and the Employment Standards Act.
- Advanced knowledge of computer software in a Windows environment, including word processing, spreadsheet, database, Microsoft Office, and web-based applications.
- Knowledge and understanding of district processes to communicate effectively to solve practical problems.
- Understanding of the relevant collective agreements.

ABILITY

- Ability to maintain effective working relationships with the district employees, in addition to outside agencies/suppliers/other stakeholders.
- Ability to understand and implement office procedures.
- Ability to organize and prioritize workload with limited supervision including managing requests and problem-solving.
- Ability to convey information and sustain productive working connections.
- Ability to establish, organize and maintain record-keeping systems.
- Ability to perform tasks requiring extended periods of concentration.
- Ability to handle frequent interruptions while working.
- Ability to adhere to deadlines, including flexibility, and adaptability.

RESPONSIBILITY

- Exhibit professionalism and adhere to the district mission, vision, and values as outlined in the strategic plan.
- Adhere to District policies, procedures, and safety protocols.
- Manage confidential and sensitive information with discretion and professionalism.
- Work with minimal supervision, following established practices and/or methods.

- Maintain a high level of confidentiality.

WORKING ENVIRONMENT

- Extended periods of sitting or standing in one place.
- Extended periods of keyboarding and prolonged screen time.
- Working in a fast-paced work environment, managing time constraints, navigating frequent interruptions, and handling challenging interactions.
- Work is indoors in clean and well-maintained buildings.
- Work includes time pressures and constant interruptions.
- Long periods requiring significant concentration.

SALARY:

- Wages and employment benefits per CUPE collective agreement.

Key Relationships:

Good working relationships with:

- School District staff
- Vendors
- Government Agencies

Next scheduled revision: Winter 2030

Revised: January 10, 2025

Revised: February 2011

Revised: April 2001