

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

JOB TITLE:	Payroll Administrator	DATE:	April 2009
		REVISED:	January 2015
PAY GRADE:		LOCATION:	District Education Office

SUMMARY: Collects salary and wage data, processes bi-weekly, semi-monthly and monthly payroll, verifies data input and maintains a variety of payroll records.

DUTIES:

1. Creates and updates master record files in computer for all employees. Checks and verifies authorized time sheets for hours worked and account coding. Monitors employment status, banking information and all other information relating to payroll. Keeps close liaison with other departments and supervisors.
2. Collects, sorts, codes and batches time sheets. Enters and interfaces information into computer. Runs batch balance reports ensuring information has been properly entered. Makes corrections and adjustments when necessary. Finalizes batch balance reports. Processes and reconciles the payroll. Issues quick pays when required.
3. Compiles and verifies information and data on sick time, leaves of absence, vacations, terminations and retirements for all employees.
4. Issues Records of Employment forms and verifies all queries from Service Canada pertaining to same.
5. Implements deductions for various benefit and pension plans by obtaining, compiling, calculating and verifying a variety of data input.
6. Maintains a close liaison with Human Resources verifying assignments, budget codes, pay rates, etc.
7. Maintains liaison and corresponds with insurance carriers regarding the administration of all benefit plans for teaching and non-teaching employees. Establishes and maintains individual records, accounts and up-to-date ledger information. Implements deductions for various benefit plans including pension by compiling, calculating and verifying the employee and employer premium cost for all employees on leave of absence and early retirees. Responsible for monitoring collection of benefit premiums for teaching and non-teaching staff on leaves of absence and early retirees.
8. Reconciles benefit premiums to billing and enters data into system.
9. Monitors employee benefit eligibility and advises employee where waiver of premium applies.
10. Answers telephone inquiries from staff and various agencies. Handles mail, composes and types a variety of correspondence, reports and records.

11. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 and completion of the Payroll Compliance Practitioner Designation.
2. Two (2) years experience in a unionized payroll environment.
3. Working knowledge of government statutes, regulations and collective agreements pertaining to payroll application.
4. Ability to operate office equipment such as typewriters, computers and data processing equipment with keyboard skills at a minimum of 50 net wpm.
5. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
7. Demonstrated ability to work in an environment with everchanging priorities and still meet deadlines.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	