

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

JOB DESCRIPTION

JOB TITLE:	Payroll & Benefits Administrator	DATE:	January 2015
		REVISED:	November 2019
PAY GRADE:		LOCATION:	District Education Office

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

DUTIES:

1. Receives, reviews and processes staffing notifications into payroll and benefits. Checks and verifies authorized time 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. Enters and interfaces payroll information and updates master records for all employees. Makes corrections and adjustments when necessary. Processes and reconciles the payroll. Issues manual cheques when required.
3. Compiles and verifies information and makes any required entitlement adjustments on sick time, leaves of absence, vacations, terminations and retirements for all employees.
4. Issues Records of Employment and verifies all related queries from Service Canada. Assists in year-end preparation of employee T4s.
5. Prepares remittances and regulatory reports to outside agencies including pension corporations, Canada Revenue Agency and other carriers.
6. Tracks and reconciles benefit premiums to billing. Monitors and advises employees of waiver of premium as applicable.
7. Administers employee benefits plans including deductions, billing, reconciliation, monitoring options and benefit eligibility. Maintains liaison and corresponds with insurance carriers regarding the administration of all benefit plans. Establishes and maintains individual records, accounts and up-to-date ledger information. Responsible for monitoring collection of benefit premiums on leaves of absence and early retirees.
8. Responds to enquiries from staff and various agencies, including assisting employees and beneficiaries with payroll and benefit procedural tasks as necessary. Handles mail, composes and types a variety of correspondence, reports and records.
9. 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 Certification.
2. Two (2) years experience in administering payroll and benefits in a unionized payroll environment.
3. Working knowledge of government statutes, regulations and collective agreements pertaining to payroll and benefits application.
4. Ability to operate office equipment, computers and a variety of software programs with keyboarding skills at a minimum of 50 net wpm.
5. Demonstrated ability to make mathematical calculations with speed and accuracy.
6. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
7. Demonstrated ability to work at the level of independence and with the degree of initiative and discretion appropriate to the position.
8. Demonstrated ability to work efficiently and prioritize work to meet deadlines.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	
	