

PAYROLL ADMINISTRATOR

REPORTS TO: SECRETARY-TREASURER

POSITION SUMMARY

To provide confidential payroll services and clerical services to contribute to the smooth and efficient operation of the School Division Administration Office so that it can provide the maximum positive support services for the Division.

POSITION RESPONSIBILITIES:

- Responsible for preparation and distribution of payroll for all staff in the Division.
- Provide secretarial services to Supervisor of Operations as required.
- Assist other members of the office staff in the performance of related office duties as the work load demands.
- Maintain and assist with Human Resources program.
- Perform other related duties as maybe assigned.

POSITION DUTIES

1. PAYROLL DUTIES:

- a) Update and add new employees to master payroll system with salary changes, salary distributions and deductions.
- b) Collect and review time sheets, substitute reports, and employee leave forms and follow up with schools if data is incomplete.
- c) Data entry for all substitutes and regular hourly employees for month end.
- d) Calculate and enter all earnings adjustments, deductions, and manual cheques for month end pay.
- e) Processing of payroll: including printing reports, balancing, print vouchers, sending bank file, distribute vouchers and posting.
- f) Prepare all monthly reports for accounts payable to pay the appropriate vendors and balance to general ledger.
- g) Prepare letters to new employees to explain benefits and benefit forms required.
- h) Prepare letters to employees who are retiring, quitting or taking a leave of absence and prepare appropriate forms for benefits. Send forms as required to the benefit providers for processing.
- i) Handle death benefit claims for insurance and obtain forms and data from employees for the benefit provider to ensure a confidential and smooth transition of forms and resolution of the accident or death benefit.
- j) Prepare payroll notification forms and set up personnel files on all new employees.
- k) Handle all appropriate forms for employees who are on long term disability.
- l) Obtain Workers Compensation forms, complete the employer portion and submit within time frame required.
- m) Prepare letter to employees on leave for maternity, education, LOA or deferred salary leave to cover their insurance requirements in their absence
- n) Implement all incremental salary increases on a monthly basis.
- o) Do advance payroll run each month including bank file and deposit.
- p) Administer employee benefits: Mast Pension, Sun Life Group Insurance, TRAF, Long Term Disability, Union Dues, Blue Cross, Dental, RRSP's, Canada Savings Bonds, Workers Compensation and Employee purchase programs and handle inquires and claim forms for same.
- q) Maintain Absent Time files for all employees.
- r) Maintain Employee files with up to date information both on computer and their personnel file.
- s) Run Year-End procedures: reports, pension information, T4's and balance all reports and T4's for Revenue Canada. Reset all appropriate files.
- t) Prepare Mast Pension report and TRAF report for pension adjustments for T4's, Print T4's, and prepare Revenue Canada T4 diskette and mail.

2. SECRETARIAL DUTIES:

- a) Provide secretarial assistance to Supervisor of Operations as required.
- b) Maintain spreadsheets with current payroll and statistical data for maintenance and transportation employees.
- c) Prepare letters of hire and contracts for new maintenance and transportation employees.
- d) Type and file all memos, reports, agendas or minutes as required.
- e) Organize and help maintain files and procedure manuals as required.
- f) Notify Committee members of any scheduled meeting dates and times as needed.
- g) Prepare advertising as required and submit to necessary papers.
- h) Collect and compile all Bus Drivers Route schedules and attendance sheets and prepare METY forms with data.
- i) Prepare spreadsheets to invoice all schools for use of buses and drivers for extra curricular trips. Collect and receipt money for same.
- j) Check and compare payroll notice for extra trips to pay drivers for their time.
- k) Receive all spare bus drivers time sheets -insert applicable wage etc for payroll.
- l) Receive all regular bus drivers and custodial time sheets for extra time, extra trips, meetings etc. and ensure the appropriate signatures are received in a timely fashion for payroll,
- m) Receive all use of school facilities forms and ensure that they are signed by the appropriate supervisor. Prepare monthly invoices for use of school facilities as require by policy.
- n) Assist Operations Assistant and Head Custodians to locate spares when necessary.
- o) Assist with transportation bus radio and telephone calls as required.

3. OFFICE DUTIES:

- a) Prepare invoices for use of schools, substitute fee billings, photocopies, etc and follow to ensure payment is received.
- b) Assist with preparation of bank deposits and receipting of funds as required.
- c) Provide backup assistance to the Senior Accounting Clerk for accounts payable etc as required.
- d) Provide a daily mail service as required.
- e) Provide a positive and friendly public relations image to Division in receiving and handling telephone calls, inquiries and visitors.
- f) Prepare billings and invoices of a general nature, including third party billings for secondments, substitute costs, union personnel attending union events. etc.

4. PROFESSIONAL AND PERSONAL DEVELOPMENT

- a) Keeping self current professionally.
- b) Keeping up to date by taking computer courses and attending inservices as the opportunity arises.

5. OTHER DUTIES AS REQUIRED

- a) Knowledge of office equipment operation and maintenance:
- b) Computers, photocopier, postage machine, fax machine, printers, etc.
- c) Accounts payable data entry and manual cheque preparation.
- d) EIS/SIS knowledge to assist with transportation area.
- e) Back up to Senior Secretary and Asst. Sec. Treasurer during absent times or vacation time.
- f) Assist in maintaining an accurate filing system.