



JOB DESCRIPTION

Payroll Administrator

Summary:

Reporting to the Secretary Treasurer, the Payroll Administrator is responsible for the efficient periodic processing of payroll and benefits systems for all of the District's employee groups. The incumbent must have a thorough knowledge of the CUPE and BCTF collective agreements as well as Federal and Provincial statutory requirements. The position requires strong organizational and time management skills. It also requires the ability to focus considerable attention to detail and accuracy. The incumbent works closely with the Human Resources Administrator and Assistant Secretary Treasurer ensuring accurate employee records and payroll information.

Duties:

- Administer payroll for BCTF, CUPE and excluded employee groups.
- Provide timely, accurate and fully accountable payment to all employees.
- Complete administration and reconciliation of all employee benefits, dental, extended health and medical.
- Understand and apply Collective Agreements, employment contracts, statutory regulations, Ministry requirements and School District policies and practices.
- Manage benefits and payments for employees on leave.
- Maintain and verify employee accruals on a pay period basis.
- Assist employees with the completion of their forms, application and employee self-service and payroll and benefit inquiries
- Assist employees with preparation of the necessary forms for retirees for CPP, OAS and Municipal Pension Plans, including purchasing of past service.
- Current knowledge of Federal and Provincial payroll regulations and the Employment Standards Act.
- Thorough knowledge of payroll calculations, accounting and spreadsheet preparation and internal controls.
- Communicate and liaise with employees, supervisors, administrators, union representatives, third party stakeholders and other Employee Services staff as appropriate via email, telephone and web sites.
- Prepare documents and packages, letters and communication.
- Ability to establish and maintain good working relationships with staff, management, benefit carriers and government bodies.
- Ability to maintain strict confidentiality regarding payroll related information.
- Prepare annual Pension reports, records of employment, T4's, T4A's .
- Prepare remittances and regulatory reports to outside agencies including Pension Corporations, Canada Revenue Agency, WCB and various other carriers.
- Administer garnishees, terminations and severances.
- Communicate effectively, orally and in writing.
- Be self-directed, flexible and work independently with minimal supervision.
- Work under pressure, eg: multi-task and meet deadlines.
- Ability to solve problems related to the position.
- Perform other job related duties.

Qualifications:

- Grade 12 or equivalent
- Two year Business Administration Diploma or second year of a recognized accounting program (CGA, MSA or CA), or equivalent course work and work experience.
- Minimum of three years' experience and training in a computerized payroll system including benefit plan administration, in a complex public sector unionized environment.
- Demonstrated, exceptional skills and experience with communication technology, word processing (50 words per minute), database management and spreadsheet programs (e.g. Microsoft Office/SIS/SDS/e-Funds)