

# School District No. 91 (Nechako Lakes)

## JOB DESCRIPTION

### CLERICAL – PAYROLL CLERK I

Rate of Pay: **Band # 9**

Location: **School Board Office**

#### **SUMMARY**

- Performs a variety of duties pertaining to payroll

#### **DUTIES & RESPONSIBILITIES**

- performs functions necessary to run payrolls, including editing and balancing batches, running payroll processing programs, updating payroll system history, balancing payroll to control figures, system backups and Electronic Funds Transfer
- inputs and retrieves data including those related to new employees, changes in employee status, assignments
- collects codes and ensures accuracy of timesheets and absentee reports and follows up on errors as required
- maintains records/reports & makes necessary adjustments for vacation, sick leave, increments, absentees, WCB, etc.
- assists in the development and maintenance of the general ledger codes and payroll systems as required
- prepares payroll journal entries as necessary and processes retroactive pay when necessary
- updates and maintains master files pertaining to payroll processing
- answers inquiries from staff and the public by letter, e-mail, telephone or in person, and relays messages
- answers queries and prepares reports as required by the management team
- issues records of employment and termination documents as required
- provides employment verifications as requested
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard

#### **QUALIFICATIONS**

##### **KNOWLEDGE**

- completion of Grade 12 (Dogwood Certificate)
- completion of one year of a recognized accounting program

##### **EXPERIENCE**

- one year current experience in an office environment

##### **SKILLS & ABILITIES**

- typing skills of 55 words per minute
- proficiency and speed in the use of calculators and a good aptitude for figures
- ability to understand and apply Revenue Canada regulations applicable to payroll situations, the Employment Standards Act, Superannuation Plans, Collective Agreements & the Freedom of Information and Protection of Privacy Act
- ability to work with constant interruptions
- ability to organize and prioritize work to meet deadlines
- ability to maintain close attention to detail for periods of sustained duration
- excellent interpersonal skills, with the ability to communicate effectively, both orally and in writing
- ability to work independently and use judgement to determine which of many methods are applicable in any given situation
- ability to use tact and diplomacy when handling contacts of a difficult, specialized or sensitive nature, for the discussion and resolution of problems
- ability to work as a team member to manage the total office workload and develop and streamline office procedures and take such training as is appropriate and available
- demonstrated understanding of word processing, database management and spreadsheet programs (ie. Microsoft Office)

**N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.**