



PAYROLL CLERK

Job Description

POSITION TITLE: Payroll Clerk

JOB FUNCTION: The Payroll Clerk is responsible for providing support in the various payroll and human resource functions, including but not limited to maintain employee payroll information, tracking insurance and pension information for employees, issuing payroll cheques, issuing regulatory reports and documents and reconciling the various general ledger accounts associated with payroll processes.

REPORTING TO: Assistant Director of Education – Finance and Administration

SPECIFIC FUNCTIONS:

- Maintains payroll information by collecting, calculating, and entering data including but not limited to employee personal information and time card information.
- Updates payroll records by entering changes in salary and wages, insurance coverage, pension deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee income, taxes, and regulatory deduction payments; ensuring the regulatory remittance is made to the Canada Revenue Agency on time.
- Compiles and reconciles information related to the issuance of annual employee T4 slips.
- Processes employee ROEs upon request or employee separation.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Other related duties.

MINIMUM QUALIFICATIONS:

- Grade 12 or equivalent.
- Post-secondary training or experience with payroll or accounting is a definite asset..
- Proficiency with computers and Microsoft Office is a definite asset.
- Excellent written and oral communication skills.

SUPERVISION /

- The Payroll Clerk will take direction from the Assistant Director of



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EVALUATION:

Education – Finance and Administration.

- He or she will be required to perform his or her duties consistently and thoroughly, keeping in mind confidentiality and respect in the workplace.
- Evaluated by the Assistant Director of Education – Finance and Administration in accordance with the Board Management and Staff Evaluation Policy.