

482 PAYROLL ADMINISTRATOR

Identifying Information

Position Title: Payroll Administrator
Classification Title: Support Staff
Department: Central Office
Reports to: Secretary-Treasurer/Associate Superintendent
Position Supervises:

Position Summary

To prepare the monthly payroll system and to administer the employee benefits program.

Qualifications

The qualifications of this position should include demonstrative competence in the following areas:

1. Knowledge of legislation pertaining to payroll.
2. Understanding of and ability to administer the division payroll system.
3. Attending to staff payroll concerns.
4. Extensive understanding of the division benefit plan.

Major Duties and Responsibilities

1. Prepares and processes monthly payroll for staff.
2. Answers payroll related questions by staff and counsels as necessary.
3. Responsible for the administration, reconciliation and timely remittance of payroll deductions.
4. Prepares annual reports as required by regulatory authorities.

5. Prepares Records of Employment for staff when applicable.
6. Handles matters relating to the administration of the salary agreement which includes checking monthly absence reports from Principals and making necessary decisions re: salary adjustments are consistent with the agreement.
7. Communicates with the division benefit plan provider to support staff needs.
8. Performs other related duties as assigned by the Secretary-Treasurer/Associate Superintendent.

References

Section 33,52,53,55,68, 198,199, 204, 205, 222,225 Education Act
Employment Standard Code
Labour Relations Code
Occupational Health and Safety Act
Freedom of Information and Protection of Privacy Act

History

Developed: August 2003
Amended: September 2020