



Assistant Payroll Administrator

Canadian Rockies Public Schools is now accepting applications for the following Full-Time Probationary Assistant Payroll Administrator position.

The Assistant Payroll Administrator assists the Payroll Administrator preparing the monthly payroll and administers the employee benefits program.

Qualifications:

- Knowledge of legislation pertaining to payroll.
- Understanding of and ability to administer the division payroll system.
- Attending to staff payroll concerns.
- Extensive understanding of the division benefit plan.
- Two years post-secondary in a related field
- Certified Payroll Management Programs
- Canadian Payroll Association's (CPA) payroll compliance practitioner (PCP)

Major Duties and Responsibilities:

- Assists in preparing and processes monthly payroll for staff.
- Answers payroll related questions by staff and counsels as necessary.
- Assist with the administration, reconciliation and timely remittance of payroll deductions.
- Assist with annual reports as required by regulatory authorities.
- Assist with the preparation of Records of Employment for staff when applicable.
- Assist with handling 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.
- Communicates with the division benefit plan provider to support staff needs.
- Performs other related duties as assigned by the Secretary-Treasurer/Associate Superintendent.
- Perform clerical duties, such as maintaining filing systems.

Start Date: September 15, 2022

Closing date for applications: Until a suitable candidate is found.

No hard copies or faxes will be accepted. Applicants should indicate the position that they are applying for and include at least 3 references, one of which should be a recent supervisor. Please provide both phone numbers and email addresses for references. A Criminal Record Check/Vulnerable Sector Check (current within 3 months) will be required before the successful candidate may start in this position.

Applications will only be accepted electronically by email to hr@crps.ca.

Attention:

Mr. Christopher MacPhee,
Superintendent of Schools

Canadian Rockies Public Schools thanks all applicants; however only those candidates selected for an interview will be contacted.