

482-2 ASSISTANT PAYROLL ADMINISTRATOR

Identifying Information

Position Title:	Assistant Payroll Administrator
Classification Title:	Support Staff
Department:	Central Office
Reports to:	Secretary-Treasurer and Payroll Administrator
Position Supervises:	N/A

Position Summary

To assist the Payroll Administrator with all duties including the preparation of 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. Assist with the preparation and processing of monthly payroll for staff.
2. Assist with the answering of payroll related questions by staff and counsels as necessary.
3. Assist with the administration, reconciliation and timely remittance of payroll deductions.

4. Assist with the preparation of annual reports as required by regulatory authorities.
5. Assist with the preparation of Records of Employment for staff when applicable.
6. Assist with 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. Assist with communications with the division benefit plan provider to support staff needs.
8. Perform other related duties as assigned by the Secretary-Treasurer/Deputy Superintendent and / or the Payroll Administrator.

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: June 2022