

467 PAYROLL AND ACCOUNTING OFFICER

Identifying Information

Position Title:	Payroll and Accounting Officer
Classification Title:	Support Staff
Department:	Central Office
Reports to:	Treasurer / Associate Superintendent
Position Supervises:	N/A

Position Summary

The Payroll and Accounting Officer provides payroll and accounting services support to the school division, the Secretary-Treasurer and the Payroll Administrator.

Qualifications

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

1. Knowledge of general accounting principles, regulatory standards, compliance requirements and payroll legislation.
2. Understanding of and ability to assist in the administration of the division payroll system.
3. Attending to staff payroll and benefit concerns.
4. Strong understanding of and ability to use accounting software applications.
5. Highly Organized.
6. Ability to work independently and as a collaborative team member.

Major Duties and Responsibilities

1. Registers and terminates staff in applicable benefits programs.

2. Communicates with the division benefit plan providers to support staff needs.
3. Administers, reconciles and remits payroll deductions on time.
4. Assist in preparing and processing monthly payroll for staff.
5. Answers payroll and benefits related questions by staff and counsels as necessary.
6. Prepares Records of Employment for staff when applicable.
7. Assist with annual reports as required by regulatory authorities.
8. Assist with the issuance of accounts receivable invoices and the receipt of invoice payments.
9. Assist with the processing and payment of accounts payable transactions.
10. Provides support to the Payroll Administrator and the Executive Assistant to the Secretary-Treasurer when necessary or in their absence.
11. Manages confidential and sensitive divisional information or reports carefully and in an appropriate manner.
12. 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: September 2025