

Christ the Teacher Catholic Schools

ROLE DESCRIPTION

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 480.15
SECTION:	RELATIONS		
POSITION:	PAYROLL CLERK		

1. Immediate Supervisor: Chief Financial Officer

2. Primary Function

- 2.1 The Payroll Clerk, reporting to the Chief Financial Officer, is responsible for ensuring that all employees within the school division are accurately paid in accordance with the terms and conditions of the respective contracts and agreements.
- 2.2 The Payroll Clerk is responsible for administration and reporting requirements associated with all employee deductions and benefits.

3. Minimum Qualifications

- 3.1 High school diploma or equivalent and additional business/secretarial courses.
- 3.2 Two-year Business Administration Diploma or second level of a recognized professional accounting program.
- 3.3 Minimum three-years work experience in a computerized accounting environment.
- 3.4 Proficiency in use of Excel spreadsheets and MS Word.
- 3.5 Exhibits use of correct English grammar, spelling and punctuation.

4. Knowledge, Skills and Abilities

- 4.1 Is self-motivated and able to work independently.
- 4.2 Ability to meet deadlines and to work autonomously and as part of a team.
- 4.3 Ability to deal with members of the general public in a pleasant and effective manner both on the telephone and in person.
- 4.4 Ability to establish and maintain effective working relationships with others.
- 4.5 High levels of accuracy and analytical skills with attention to detail.
- 4.6 Ability to operate an integrated payroll/human resource software program.
- 4.7 Ability to compose effective and accurate correspondence.

5. Performance Responsibilities

5.1 Personnel and Payroll Records

- 5.1.1 Develops payroll estimates and statistics as required including estimates for contract negotiations and annual budget preparation.
- 5.1.2 Collects, compiles and processes necessary employee payroll information as assigned.
- 5.1.3 Processes information, reconciles, and maintains records of payroll deduction items and balance the monthly payroll.
- 5.1.4 Maintains records of employee status assignments, rates of pay and payroll benefit and other deductions.
- 4.1.1 Produces all payroll cheques/vouchers.
- 4.1.2 Records changes in rates, hours, and deductions accurately in payroll records.
- 5.1.5 Electronically transmits payroll.
- 5.1.6 Prepares payroll summaries and remittances.
- 5.1.7 Produces T-4 and T-4A returns.
- 5.1.8 Prepares monthly or annual reports.
- 5.1.9 Enrolls employees in the appropriate benefit and pension plans.
- 5.1.10 Prepares Record of Employment forms in accordance with legislation as required.
- 5.1.11 Prepares journal entries for allocation of wages and wage and benefit accruals and approves payroll journal entries.
- 5.1.12 Reconciles employee timesheet information to AESOP system.
- 5.1.13 Ensures accurate reporting of wages involving worker's compensation claims.
- 5.1.14 Prepares projected wage and benefit accruals for budget monitoring purposes; prepares accurately checks and supporting documentation on schedule.
- 5.1.15 Processes and records leave records; maintains employees leave balances.
- 5.1.16 Prepares consolidated reports, summary reports, payroll and tax reports.
- 5.1.17 Prepares necessary reports for other governmental levels.
- 5.1.18 Recommends changes in procedures and implements upon approval.
- 5.1.19 Performs administrative functions for the schools' health, dental, disability and worker's compensation policies; compiles and maintains a variety of listings as required by the insurance companies, such as estimated payrolls; receives and responds to inquiries from insurance agents and provides information or direct inquiries to the appropriate officials.

5.2 Clerical Responsibilities

- 5.2.1 Prepares and maintain all employee payroll records ensuring confidentiality for staff members.
- 5.2.2 Prepares reports, letters, remittances and documents relative to the Payroll Clerk position.
- 5.2.3 Maintains sick leave records. Records are to be kept separate from the personnel files.

6. Other Duties As Assigned

- 6.1 Participate in in-service as required.
- 6.2 Supports fellow-members of the staff team when needed because of excessive workloads or absence of others.
- 6.3 Performs other duties and obligations as assigned by the Chief Financial Officer or Director.

7. **Terms of Employment**

- 7.1 Twelve (12) months a year.
- 7.2 Working Hours – 7.5 hours per day.
 - 7.2.1 8:30 AM to Noon
 - 7.2.2 1:00 PM to 5:00 PM

8. Confidentiality

- 8.1 At no time should the Payroll Clerk discuss in public information pertaining to employees, students or the operation of the school division. The Payroll Clerk discuss is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act.

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Date Revised: