

TITLE: ASSISTANT PAYROLL CLERK
SECTION: Finance Department
REPORTS TO: Director of Business Services

#63B

SUMMARY

Under the direction of the Director of Business Services, or designate, supports Payroll Clerks in the preparation of the District's payrolls and supports the Benefits Administrator in the administration of employee benefits.

DUTIES

1. Provides support to Payroll Clerks in regards to collecting, sorting, checking, and inputting payroll data.
 2. Tracks, maintains and calculates employee sick/vacation entitlements and prepares related reports for departments, as required.
 3. Provides back-up/support to Payroll Clerks.
 4. Responds to inquiries related to payroll, vacation/ sick entitlements and benefits.
 5. Maintains payroll filing system and distributes employee pay statements, as required.
 6. Provides support to the Benefits Administrator in the maintenance and distribution of benefits to employees/carriers.
 7. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation
- Level 1 Payroll Management Certificate Program, with two years related payroll/benefits experience or equivalent combination
- Demonstrated computer skills, including spreadsheets and importing files from other sources
- Minimum keyboarding speeds of 200 c.s.p.m. and 50 c.w.p.m.
- Knowledge of and experience in working with collective agreements
- Ability to perform duties with speed and accuracy and to work effectively under pressure
- Ability to operate standard office equipment.
- Good organizational, interpersonal and communications skills
- Ability to maintain the confidentiality of sensitive information either seen or heard.