

TITLE: PAYROLL SPECIALIST
SECTION: Payroll Department
REPORTS TO: Manager of Payroll and Benefits

063A

SUMMARY

Under the general direction of the Manager of Payroll and Benefits; the Payroll Specialist performs a variety of duties in accordance with legislation, collective agreements, and employment contracts as well as established practice and procedures in both payroll and general accounting.

DUTIES

1. Process, calculate, code, reconcile and transmit District payrolls using timesheets, web interfaces and other source material in accordance with established wage rates, salaries, allowances, benefits and deductions within the required deadlines and in compliance with legislation, collective agreement and employment contract language and standard practice.
2. Liaise and maintain quality departmental services by providing timely and accurate information to District staff as well as other internal and external stakeholders regarding payroll related matters.
3. Monitor, apply and process applicable legislative and collective agreement requirements for vacations, statutory holidays, terminations, and leaves.
4. Administer and apply all contractual and collective agreement entitlements inclusive of sick leave, annual vacation, pay increments, allowances and benefits.
5. Complete and submit payroll information forms to applicable benefit carriers in order to substantiate Short and Long Term Disability claims as well as EI, WCB and ICBC claims.
6. Process all staffing notifications in order to update current employment status, rates of pay, hours of work and other applicable information required to facilitate accurate and timely pay.
7. Monitor Sick, Sick Bank and WCB assignments to ensure accurate pay in-line with collective agreement and contractual language as well as to avoid salary overpayments.
8. Maintain and update the system database with employee personal information, rates, classifications, deductions, and benefits as required.
9. Reconcile short term accounts receivable G/L's to ensure that outstanding items are accounted for as well as manage the ongoing transactions required to recover overpayments or advances.
10. Reconcile all payroll related general ledger accounts and prepare required paperwork to substantiate payment or source deductions, voluntary and company compulsory deductions in compliance with legislation, collective agreements and employment contracts as well as to ensure that the accounts are accurate and balanced.
11. Provide regular summaries, reports and invoices as required for other departments, government agencies and benefit carriers.
12. Prepare, reconcile and process T4's as well as produce Records of Employment as required.
13. Responds to various requests from government agencies, other school districts, financial institutions and private organizations as authorized.

14. Provide back-up and support to other Payroll Specialists.
 15. Perform other related duties as required.
-

QUALIFICATIONS

- High school graduation or the equivalent.
- Must be a Certified Payroll Compliance Practitioner (PCP) or be actively working toward the designation. As well, successful candidates must maintain their professional designation by meeting the annual Continuing Professional Education (CPE) requirements set out by the Canadian Payroll Association.
- Must have at least five years of recent experience as a full-time payroll professional, preferably in a large unionized organization, three of which should include experience with accounting practices, or an equivalent combination of training and experience.
- Extensive knowledge and experience with Excel spreadsheets.
- Knowledge of privacy legislation and regulations as well as the policies and administrative practices required to protect personal information.
- Experience working with a HRMS/HRIS
- Highly effective verbal, non-verbal and written communication skills as well as extensive knowledge of business, payroll and benefit terminology.
- Ability to maintain the confidentiality of sensitive information seen or heard.
- Experience working with benefit plans would be considered an asset.

*JE: August 1990, 1992.01.28, 1992.04.01, 1994.12.01, 1997.12.30, 2000.11.2, 2001.03, 2001.05.10, 2016.04.19
(School District 68 (Nanaimo-Ladysmith))*