

## **PAYROLL ADMINISTRATOR**

### **PURPOSE:**

The Payroll Administrator is responsible for ensuring that all employees within the school division are paid in accordance with the terms and conditions of the respective contracts or agreements and the Saskatchewan Employment Act. The Payroll Administrator is responsible for administration and reporting requirements associated with all employee deductions and benefits. In addition the Payroll Administrator prepares other reports that may be required by the Board or Administration. This position reports directly to the Manager of Financial Services and indirectly to the Chief Financial Officer.

### **DUTIES AND RESPONSIBILITIES:**

- ⇒ Prepare and process payroll in a timely fashion to ensure accurate payment of employees.
- ⇒ Maintain the database information contained in the computerized payroll system to ensure proper computation of employee payroll is complete and accurate.
- ⇒ Perform calculations and prepare reports related to payroll and benefit costs as required by the management team for Collective Bargaining purposes.
- ⇒ Perform calculations and prepare reports required for budgetary documents and government reporting.
- ⇒ Make adjustments on employee pay as required resulting from grievance resolutions or disciplinary measures.
- ⇒ Manage and maintain employee files that contain relevant personnel and payroll history including all confidential information and documents.
- ⇒ Set up and maintain employee's personal, payroll, banking and benefit information on the computerized payroll system to facilitate payroll and accounting services and ensure all changes are properly documented.
- ⇒ Enter absence/substitute personnel information in the absence system to facilitate payment of replacement personnel.
- ⇒ Enter data from time sheets and other source documents into the time file to facilitate payment of employees who are paid on an hourly or conditional basis.
- ⇒ Prepare and balance monthly remittances for Receiver General, Pension Plans, Employee Benefits Plans, RRSP Contributions, Garnishees, Union Dues, and Staff Dues as well as any other deduction that from time to time may be implemented.
- ⇒ Responsible for the electronic transfer of the bank file created by the payroll system to the data centre for distribution to employee bank accounts.
- ⇒ Prepare and ensure the accuracy of employee Statement of Earnings and Deductions.
- ⇒ Calculate pension adjustment information for T-4 preparation.
- ⇒ Reconcile T-4 data to general ledger and prepare and transmit T-4 data to employees and Revenue Canada.
- ⇒ Prepare Records of Employment for all employees in accordance with legislation and respond to inquiries from Human Resources Development Canada.

- ⇒ Calculate Employment Insurance Rebates and pay out employees' share in accordance with legislation and applicable employment contracts.
- ⇒ Responsible for all calculations, adjustments and reporting requirements associated with Teachers Superannuation, Retirement and Municipal Employees Pension Plans.
- ⇒ Complete all reports required internally and externally with respect to payroll information.
- ⇒ Responsible for deductions taken and payments made to employees under the deferred salary leave plan.
- ⇒ Maintain records associated with employee leaves (Employee Absence System).
- ⇒ Must comply with any and all applicable Board guidelines, policies and practices, guidelines and legislation and regulatory requirements.
- ⇒ Perform other related duties as assigned.

## **QUALIFICATIONS:**

### **EDUCATION, TRAINING & EXPERIENCE:**

- ⇒ The required knowledge, skills and abilities are obtained through the successful completion of Grade 12 coupled with the completion of the Payroll Compliance Practitioner of the Canadian Payroll Association Course; **or**
- ⇒ Completion of post-secondary courses in accounting or financial management from a recognized educational institution as approved by the Board of Education.

### **And**

- ⇒ Related payroll experience of at least two years in an organization with 200 or more employees would be a definite asset.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- ⇒ Demonstrated knowledge of applicable legislation governing payroll and related employee deductions.
- ⇒ Demonstrated knowledge of computer systems and the ability to work in a variety of software applications.
- ⇒ Demonstrated knowledge of current accounting and payroll practices and policies.
- ⇒ Demonstrated knowledge of Microsoft Word and Excel software.
- ⇒ Demonstrated knowledge of computerized payroll systems.
- ⇒ Ability to establish and maintain effective working relationships with all staff demonstrating tact and diplomacy.
- ⇒ Ability to conduct oneself in a manner appropriate to a human resource professional including demonstrating strict attention to confidentiality of payroll, personal, budgetary and collective bargaining information.
- ⇒ Ability to prepare reports complete with required documentation.
- ⇒ Strong problem solving skills required to calculate complex adjustments to payroll.
- ⇒ Possesses good written and verbal communications skills.
- ⇒ Must be self-directed, task and goal oriented.
- ⇒ Ability to prioritize multiple demands.
- ⇒ Ability to perform meticulous and accurate data entry and calculation tasks.
- ⇒ Ability to work independently with minimal supervision and as a team player.

**ADDITIONAL INFORMATION:**

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety and job-related training, in-service or courses of study.
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**CONCLUSION:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the job if the work is similar, related or a logical assignment to the job.

The job description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the job change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE  
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

**Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.**