



PAYROLL & BENEFITS TECHNICIAN (TTOC)

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Reporting to the Manager, Payroll Services, the Payroll & Benefits Technician (TTOC) is responsible for the Teachers Teaching-on-Call (TTOC) payroll and day-to-day administration of the pension and benefits programs, ensuring the adherence to the applicable policies, processes, legislated requirements, and the Collective Agreement.

SPECIFIC RESPONSIBILITIES

- Preparation and completion of the full-cycle TTOC payroll and all related functions, which includes collection of all payroll data, reviewing hours and checking for discrepancies, checking appropriate account coding, and reconciling teacher absences through CIMS and SmartFind.
- Administration of TTOC benefit plans including benefits packages and agreements; enrolling and terminating members; management of direct debit runs, and reconciliation with the HRIS (CIMS).
- Coordinates with the HR Dispatch & Help Desk regarding the accuracy of all absences in the HRIS (CIMS) and reconciles all TTOC leaves to sub-records weekly.
- Remittance of employee contributions and employer deductions.
- Administration of the teachers' pension plan for TTOC employees.
- Preparation of T4s and annual reports.
- Maintain employee information pertaining to payroll and benefits for the entire employee life cycle: enrollment of new hires; scanning of documentation into the HRIS system; track and manage employee status changes and entitlements (sick and other leaves; ROEs; EITRs); review of new hires' teaching experience and placement on salary grid; deactivate any TTOCs who exit the organization or who receive a full-time teaching contract.
- Administer the Employment Standards Act (ESA) sick leave and reviews sick leave requests from TTOCs, process for next pay.
- Performs monthly reconciliations, journal entries and billing.
- Processes and reports Service Canada and WorkSafe reporting requirements.
- Provides back-up and assistance for other payrolls and benefit plans as required.
- May include review and oversight of other payrolls.
- Assists with processing of working papers for general ledger accounts and providing data for external audit.
- Assists with other duties in the Business Services Department as required.
- Other duties as assigned.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Payroll Compliance Professional (PCP) certification, or successful completion of a diploma or certificate program (approximately 700 to 1100 hours of instruction) at a recognized post-secondary institution in an accounting/payroll administration program which provides sufficient preparation and knowledge of a complete payroll process and related functions, or an equivalent combination of education and experience.
- Three years current experience in processing computerized payroll and all related functions in a medium to large union organization.
- Demonstrated knowledge and proficiency with payroll procedures and benefits administration including calculating and processing deductions and prepayments.
- Knowledge of the Canada Pension Plan Act, the Income Tax Act, the British Columbia Employment Standards Act, and other related legislation as they relate to payroll and benefits.
- Knowledge of HR functions and how they interconnect.
- Experience delivering payroll services in a unionized environment is strongly preferred.
- Advanced knowledge of relevant software programs (Excel, Word, Outlook), and experience with enterprise software systems.
- Demonstrated proficiency in both oral and written communication including the ability to compose routine business correspondence.
- Sound knowledge of the applicable rules, regulations, policies, and procedures which govern departmental and/or school activities.
- Ability to establish and maintain positive working relationships with all school district staff and external parties.
- Ability to work independently with a minimum of supervision.
- Strong teamwork skills with the ability to work harmoniously and cooperatively within the team.
- Demonstrated ability to exercise initiative and judgment while working within prescribed procedures and processes.
- Excellent organizational skills with the ability to anticipate and prioritize job-related duties and to follow through and accurately complete tasks in a timely fashion.
- Ability to maintain a high level of confidentiality.
- Superior communication and customer service skills including a demonstrated ability to exercise tact and diplomacy.
- Strong analytical, math, and problem-solving skills with attention to detail to ensure accurate results.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- Payroll Compliance Professional (PCP) certification through the National Payroll Institute is preferred.
- A clear Criminal Record Check to be updated every five years.

RELATIONSHIPS

- Works collaboratively with the entire payroll team.
- Maintains positive relationships with the employees within their respective employee group portfolio.
- Liaises and works in cooperation with internal departments and members of district's management staff.
- Liaises with other school districts, BC Pension Corporation, Pacific Blue Cross, Take Two CIMS, WorkSafe BC, Service Canada and other agencies or vendors as required.

REPORTING STRUCTURE

- Reports to Manager, Payroll Services.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position's classification is Accountant and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.