



PAYROLL & BENEFITS TECHNICIAN (SUPPORT STAFF)

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Reporting to the Manager, Payroll Services, the Payroll & Benefits Technician (Support Staff) is responsible for the support staff (CUPE) 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 support staff payroll and all related functions, which includes collection of all payroll data, reviewing and reconciling absences and time worked, tracking and calculating experience rated benefits.
- Administration of support staff (CUPE) benefit plans including benefits packages and agreements for employee leaves; enrolling and terminating members; management of direct debit runs; and reconciliation with the HRIS (CIMS).
- Remittance of employee contributions and employer deductions.
- Administration of the municipal pension plan for support staff.
- 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 (vacation, sick and other leaves; ROEs; EITRs); coordination and support for retiring employees including benefits conversions, retirement gratuities and RRSP transfers.
- Performs monthly reconciliations, journal entries and billing.
- Process and report Service Canada and WorkSafe BC reporting requirements and track WCB claim payments for T4 purposes for all employee groups.
- Provide back-up and assistance for other payrolls and benefit plans as required.
- May include review and oversight of other payrolls.
- Assist with processing of working papers for general ledger accounts and providing data for external audit.
- Assist 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.
- Superior communication and customer service skills including a demonstrated ability to exercise tact and diplomacy.
- Ability to maintain a high level of confidentiality.
- 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.