



PAYROLL ASSISTANT

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

This part-time, temporary, one-year position will support the additional school district administrative and payroll requirements relating to childcare operations. This position will report to the District Principal of Childcare and Early Learning, and the Manager, Payroll Services to provide support in various payroll, bookkeeping and administrative functions related to the district childcare program.

SPECIFIC RESPONSIBILITIES

- Performs a variety of office administration duties including preparing correspondence and documentation, communication, mail processing, typing, copying, and filing, including those of a confidential nature.
- Performing aspects of bookkeeping functions, including purchasing, BMO purchase card administration, budget tracking, processing expense claims, invoicing and accounts receivable, and spreadsheet analysis.
- Reviews and submits timely records of staff absences and scheduling to ensure accurate payroll records.
- Support the Payroll & Benefits Technician (Support Staff) in full-cycle support staff payroll and related functions, which includes collection and input of payroll data, reviewing and reconciling absences and time worked, tracking and calculating experience rated benefits.
- Supports the Payroll & Benefit Technician (Support Staff) in completing annual and year-end tasks.
- Provide backup for the payroll department when needed to cover absences, and during high volume times, including fiscal year-end, calendar year-end, and school start-up.
- Maintains and orders supplies and inventory for both payroll and childcare department.
- Assist with other duties within the Childcare Department and Business Services, as required.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Payroll Compliance Professional (PCP) certification in progress, 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.
- One year of current experience in supporting payroll related functions in a medium to large union organization.
- Demonstrated knowledge of payroll procedures and benefits administration including calculating and processing deductions and prepayments.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- 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 assisting payroll services in a unionized environment is strongly preferred.
- Advanced knowledge of relevant software programs (Excel, Word, Outlook), and experience with enterprise software systems.
- Thorough bookkeeping knowledge and experience, including accounts receivable, accounts payable, budget reporting, reconciliations, and accounting procedures.
- 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 an asset.
- A clear Criminal Record Check to be updated every five years.

RELATIONSHIPS

- Liaises and works in cooperation with colleagues.
- Frequent interaction with other school district employees, the public, parents, and students.

REPORTING STRUCTURE

- Reports to District Principal of Childcare and Early Learning and the Manager, Payroll Services. Dotted line reporting to the Assistant Secretary-Treasurer.

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 Accounts Payable/Payroll Clerk and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.