



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Payroll Administrator
CLASSIFICATION	
DEPARTMENT	Secretary-Treasurer
LOCATION	Division Office
REPORTS TO	Assistant Secretary-Treasurer
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months
EFFECTIVE DATE	

POSITION SUMMARY

The Payroll Administrator is responsible for the preparation of regular and intermittent payrolls for employees of the school division. The incumbent will ensure that payroll records are accurately and completely maintained as required by statute, regulation, policy or procedure. The Payroll Administrator interprets and applies collective agreements relevant to payroll administration.

QUALIFICATIONS

Education

- Grade 12
- Completion of Payroll Administrator-Level 1.

Experience

- Two years computerized payroll experience.

Knowledge, Skills and Abilities

- Knowledge of computerized payroll applications.
- Knowledge of contracts, regulations, policies, procedures and practices relating to payroll preparation and delivery.
- Knowledge of collective agreements
- Excellent verbal and written communication skills.
- Ability to work independently and prioritize workload.

DUTIES AND RESPONSIBILITIES

- Prepares, transmits, edits and distributes staff payrolls.
- Prepares and processes records of employments.
- Prepares reports and statements as required by external agencies relative to group benefit programs.
- Prepares and distributes annual T-4 statements.
- Corresponds and communicates with personnel and external agencies as required.
- Garnishees.

- Prepares benefit payments (i.e. RRSP, NOFI, United Way, Home Insurance, etc).
- Remits payment re: union dues.
- Maintains confidentiality within and outside the organization

Performs other duties as assigned.

CONTACTS

Division, Area and School personnel
 External agencies (Canada Revenue Agency, Provincial Maintenance)

WORKING CONDITIONS

General office conditions
 This is a 12 month per year position

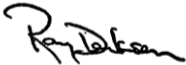


PHYSICAL/VISUAL REQUIREMENTS

Physical demands include lifting filing boxes up to 15 kg
 Visual concentration and repetitive keyboarding tasks approximately 80% of the time

EQUIPMENT USED

General office equipment
 Personal computer and a variety of software packages
 Payroll software

APPROVED

	March 9, 2012
Signature, Chief Superintendent	Date
	March 9, 2012
Signature, Secretary-Treasurer	Date
	March 9, 2012
Signature, Human Resources Coordinator	Date