

**SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION**

Position: Payroll Specialist
Job No: 227A

POSITION SUMMARY: Under the supervision of the Assistant Secretary-Treasurer, or designate, the incumbent will prepare and process payrolls, maintain records, prepare reports, respond to inquiries, and uphold confidentiality regarding information about employees and management.

POSITION DUTIES AND RESPONSIBILITIES:

- Prepare and process complex payrolls by adhering to specific Union Collective Agreements.
- Maintain appropriate documentation supporting all payroll transactions and ensure the appropriateness, accuracy and timelines of all payroll payments to both employees and external regulated bodies.
- Balance, run and distribute payroll.
- Recordkeeping/reporting, including maintaining, monitoring and filing payroll-related remittances to meet requirements of both internal management and external agencies.
- Prepare a variety of materials including correspondence, reports, forms, etc., using a variety of computer programs and specialized human resources and payroll software.
- Prepare Records of Employment and communicate with associated government agencies.
- Communicate with staff and others, respond to inquiries and provide information of a detailed and specialized nature.
- Answer inquiries from angry or upset staff.
- Maintain confidentiality.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12.
- Current Canadian Payroll Compliance Practitioner Certification, or equivalent to one (1) year of Canadian Payroll Education.
- Two (2) years of recent successful payroll experience working with a large, computerized payroll in a unionized environment.
- Keyboarding 40 wpm.

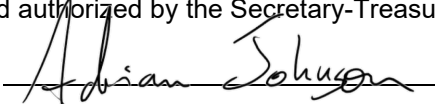
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to exercise moderate judgement following established procedures and policies to evaluate and determine the most appropriate action.
- Proven ability to seek direction when apparent solutions to problems are not within the intent of established practices.
- Proven ability to communicate effectively, both orally and in writing, with staff and the public using tact and discretion to clarify and exchange information of a detailed or specialized nature.
- Ability to ensure duties are performed accurately and completely adhering to non-negotiable deadlines.
- Proven organizational skills.
- Proven ability to work independently and handle inquiries with minimal direction.
- Ability to work as part of a team and coordinate tasks with other departments including Human Resources.
- Physical capability to perform the job duties in a standard office environment.
- Maintain the confidentiality of sensitive information seen or heard.
- Proven skills managing computer-based information systems (data input, file maintenance, data retrieval) including intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communications software.
- Knowledge of benefits and accounting practices is required.
- Knowledge of human resources best practices would be an asset.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: _____



Date: September 29, 2025

Revised May 20 2025