

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

Position: Payroll/Benefits Coordinator
Job No: 226A

POSITION SUMMARY: Under the supervision of the Assistant Secretary-Treasurer, the incumbent is responsible for the operation of the payroll department including supervising staff, coordination of benefit plans, reviewing payrolls, maintaining records, preparing a variety of reports and responding to inquiries.

POSITION DUTIES AND RESPONSIBILITIES:

- Supervise and train payroll staff.
- Assist in the implementation and interpretation of collective agreements and legal requirements.
- Ensure the appropriateness, accuracy and timelines of all payroll payments.
- Monitor and reconcile benefit payments, deductions and employee billings.
- Process benefit coverage changes.
- Discuss benefit options with employees.
- Maintain, monitor and file payroll related records.
- Prepare a variety of materials including correspondence, reports, forms, etc., using a variety of computer programs.
- Oversee preparation of Records of Employment.
- Prepare Receiver General payments.
- Responsible for year-end procedures including T4's, T4A's, etc.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12
- One year of relevant payroll education including Payroll Compliance Practitioner (PCP) Certification or equivalent, and Canadian Payroll Association - Introduction to Payroll Management, or equivalent.
- Keyboarding 40 wpm.
- Five years of recent successful experience including the completion of a full payroll cycle, benefit administration, and the proven ability and training to manage computer-based information systems (data input, file maintenance, data retrieval), in order to be familiar with all aspects of payroll department operations.
- Recent successful supervisory experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to operate the school district administrative computer package.
- Proven intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communication software.
- Proven ability to communicate effectively, both orally and in writing, with employees and the public.
- Proven organizational skills.
- Proven supervisory skills.
- Ability to maintain confidentiality.

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: _____

Aug. 13/2021

Revised August 2021