

SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION

Position: Payroll Clerk
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 and respond to inquiries.

POSITION DUTIES AND RESPONSIBILITIES:

- Prepare and process payrolls, including collecting, verifying, entering and filing time sheets.
- Maintain appropriate documentation supporting all payroll transactions and ensuring the appropriateness, accuracy and timelines of all payroll payments.
- Balance, run and distribute payroll.
- Recordkeeping/reporting including maintaining, monitoring and filing payroll-related records.
- Prepare a variety of materials including correspondence, reports, forms, etc., using a variety of computer programs.
- Prepare Records of Employment.
- Communicate with staff and others, respond to inquiries and provide information of a detailed and specialized nature.
- Respond to angry or upset staff.
- Maintain confidentiality.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12
- Current Canadian Payroll Compliance Practitioner Certification, or equivalent.
- One year of recent successful payroll experience working with a large computerized payroll in a unionized environment.
- Keyboarding 40 wpm

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communication software.
- Proven organizational skills.
- Proven ability to communicate effectively, both orally and written, with the public and employees.
- 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: May 17/2021

Revised May 2021