



PAYROLL ADMINISTRATOR

Summary

Processes payrolls including ensuring accuracy of employee time and absence information, managing payroll programs, updating history, balancing, reporting and performing year end duties. Administers employee benefits.

Job Description

- This position is under the direction and supervision of the Manager of Payroll and Finance.
- Completes payroll for approval in accordance with collective agreements and employee contracts. Ensures accuracy of employee time entry and absences.
- Performs pay and benefits adjustments including increments, leaves of absence, sick leave, WorkSafe BC claims, vacation and expense reimbursements.
- Ensures system is set up to accurately calculates payroll deductions including income tax, pension and benefit premiums.
- Prepares and maintains payroll documents and reports including pension and WorkSafe BC reports, records of employment, income tax statements and Service Canada summaries.
- Manages employee benefit eligibility and coverage.
- Work with union representatives regarding employee leaves, dues, other related issues.
- Reconciles benefit invoices with payroll and processes payment.
- Ensures accuracy of time entry and absence reports. Tracks employee absences and manages accrual banks through the attendance management system.
- Performs payroll reconciliations including with payroll bank accounts and employee time banks.
- Maintains payroll and benefits records in accordance with policy and legislation.
- Responds to employee enquiries regarding pay and benefits, including pension and referring staff to appropriate agencies for further guidance.
- Gathering technical information and responding to questions from external agencies.
- To maintain the confidentiality of sensitive information seen or heard.
- All employee conduct must be in compliance with school district policies and provincial legislation.

Date created: July 1, 2024	Date reviewed:	Date edited:
----------------------------	----------------	--------------



PAYROLL ADMINISTRATOR

- *This description includes the essential elements required for job identification and evaluation. However, it does not provide an exhaustive list of duties to be performed.*

Typical Qualifications and Skills

- Grade 12 or equivalent
- Competent experience working with computer programs
- Completion of Payroll Compliance Practitioner of the Canadian Payroll Association training (equivalent to one year of post-secondary education)
- Two years' experience in payroll and benefits administration in a unionized environment

Date created: July 1, 2024	Date reviewed:	Date edited:
----------------------------	----------------	--------------