

2.0. Human Resources

2.B. Position Descriptions

PAYROLL CLERK/ADMINISTRATIVE ASSISTANT

Policy Reference: EL-1.2

Under the direction and supervision of the Secretary-Treasurer, the Payroll Clerk/Administrative Assistant shall be responsible for the operation of the payroll function of the accounting department. The payroll clerk operates in a divisional office team that provides efficient and effective service within the office as well as service to the entire school division. The Divisional Office Team operates under the daily direction of the Secretary-Treasurer.

RESPONSIBILITIES AND DUTIES:

1. Ensure that employees of the Division (permanent, full-time, part-time, casual and temporary) receive payment for services promptly in accordance with all salary contracts and agreements.
2. Prepare necessary documentation and ensure accuracy for payrolls including calculation of all hours of work and overtime for hourly paid staff, calculation of all bus drivers and mechanics salaries in accordance with salary schedules, calculation of all teaching staff salaries in accordance with salary schedules and verification of all teacher qualifications and experience with the Professional Certification Branch of Manitoba Education and Training.
3. Code payroll charges to schools and departments.
4. Process all payroll deductions for all groups and organizations authorized to use payroll for collection purposes.
5. Process all reports required for Employee Benefits, Stats Canada, Receiver-General, Unions and prepare the necessary information and authorization for payments of all payroll deductions.
6. Prepare information required and transfer funds to provide for payment of wages to all employees by way of Automatic Bank Deposit and provide each employee with an itemized statement of wages and deductions for each payday through web voucher system.
7. Prepare payroll cheques for signature when required and distribute to employees.
8. Reconcile remittance data for all benefits, government deductions and agencies.

9. Prepare all record of employment insurance forms for terminated employees and complete all requests for payroll information for employment insurance purposes.
10. Prepare and distribute all T4 forms and prepare annual T4 summary for all CCRA accounts.
11. Prepare the annual Workers Compensation return and provide information on injury claims as required.
12. Reconcile/balance the receiver general accounts on a quarterly basis.
13. Maintain accurate and current information regarding each employee's vacation entitlement, sick and other leave accumulations and salary updates.
14. Maintain a file for each employee including all personal information required by statute to produce a payroll, all personal information required for all benefit plans, life insurance, long term disability and hospital plans, all information to record absences, leaves and any other time off, all personal correspondence and a copy of verification of classification and experience when applicable.
15. Prepare and send new teacher contracts. Ensure signed/sealed teacher contracts have been placed in personnel files.
16. Maintain support staff summaries of hours worked.
17. Receive applications for substitutes and prepare and distribute a substitute list as required.
18. Receive Child Abuse and Criminal Record checks, report questionable reports to Senior Administration and maintain on file.
19. Maintain the necessary records for employee recognition and retirement.
20. Receive, verify and distribute all hiring forms, resignation/retirement letters and any other personnel related correspondence to appropriate areas.
21. Ensure that all personnel records are available and up to date for audit purposes.
22. Assist the Secretary-Treasurer with the preparation of all appropriate material for the annual audit.
23. Provide credit information and references to organizations outside the Division in accordance with regulations and statistics.
24. Administer Staff Benefit Plans by providing information to staff on all options available, assist staff members in applying for benefits and institute all changes

- requested by staff in accordance with regulations. Prepare and submit TRAF data monthly.
25. Compose and type required correspondence and memos as it relates to personnel issues (vacation entitlement, layoff/recall, etc.)
 26. Organize monthly maintenance school reports received from custodial staff.
 27. Monitor base station school bus radio and telephone calls from parents at 7:30 a.m. each morning.
 28. Receive, update and process transported student lists for route files.
 29. Generate and distribute route maps to schools, spare drivers, RM offices and Dept of Highways.
 30. Request and receive yearly required information from school bus drivers (medicals, abstracts, intention forms)
 31. Assist in the planning and implementation of the annual bus driver in-service.
 32. Attend job related meetings and training sessions as required.
 33. Type correspondence for Senior Administration as required.
 34. Communicate with division office personnel – in person, by phone or by correspondence – in a manner both to enhance the efficient and business-like operation of the Payroll department and to create a good public relations image.
 35. Operate as a member of the division office team to maintain an efficient and effective telephone system and to respond with other cross-related tasks that may be identified by the team or senior administration.
 36. Perform other related duties as may be assigned.