

JOB DESCRIPTION

Position: Payroll Clerk

Position Summary: Under the supervision of the Assistant Secretary-Treasurer/Payroll Manager, prepare and process payrolls, maintain records, prepare reports and respond to inquiries.

POSITION DUTIES

RESPONSIBILITIES

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|---------------------------------|---|
| 1. Prepare and Process Payrolls | <ul style="list-style-type: none"> • collect, verify, enter and file time sheets • maintain payroll databases • maintain appropriate documentation supporting all payroll transactions • ensure the appropriateness, accuracy and timeliness of all payroll payments • balance, run and distribute payroll |
| 2. Benefit Administration | <ul style="list-style-type: none"> • monitor and reconcile benefit payments and deductions • process benefit coverage changes • discuss benefit options with employees and determine eligibility |
| 3. Recordkeeping/Reports | <ul style="list-style-type: none"> • maintain and monitor payroll-related records • prepare a variety of materials including correspondence, reports, forms, etc., using a variety of computer programs • prepare government-required reports |
| 4. Communication | <ul style="list-style-type: none"> • 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 of information |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Qualifications, Fitness and Ability

Completion of Grade 12 plus the CPA Payroll Compliance Practitioner certification.

One year's recent **successful** experience in payroll and benefit administration including the full payroll and benefit cycle in a unionized 100+ employee payroll.

Typing 50 wpm.

Demonstrated excellence in attention to detail.

Proven ability to operate a computer with word processing, database, spreadsheet and communication applications.

Demonstrated ability to communicate effectively, both orally and in writing, with students, employees and the public.