

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)**

CLASSIFICATION DESCRIPTION

PAYROLL CLERK I

DEPARTMENT: School District Administration Office

JOB SCOPE

Reports to the Secretary-Treasurer.
Responsible for various payroll and general office functions in the school district office.
Works without close supervision.
Performs duties of a confidential nature.

MAJOR DUTIES AND RESPONSIBILITIES

Performs established payroll and benefit procedures.
Provides information and assistance to other departments, staff, auditors and government bodies.
Prepares submissions, reports, analyses and recommendations.
Maintains appropriate payroll records and documentation.
Maintains all records pertaining to employee benefits and remittances.
Gives direction to the Payroll Clerk II.
Assists staff to access their own payroll information.
Performs duties related to claims management and return to work.
Performs receptionist duties on a back-up basis.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (Dogwood Certificate or equivalent) supplemented by two years of relevant post secondary education including appropriate courses in accounting, payroll and office management.
Ability to type accurately at 40 words per minute.
Ability to establish and maintain good working relationships with staff, other departments, and government bodies.
Ability to understand and effectively carry out oral and written instructions.
Ability to maintain strict confidentiality regarding school district information.
Ability to organize and work with minimum supervision.
Working knowledge of applicable contracts, benefit plans, statutory requirements, regulations, taxes and exemptions.
Knowledge of the theory and procedures involved in utilizing a computerized payroll system.
Working knowledge of office methods and procedures.
Skill in operating standard office equipment and computers (e.g. HRIS, web-based programs, spreadsheets and word-processing).
Ability to work with speed and accuracy.
Good interpersonal and communication skills.
Six years of recent relevant payroll experience.

Revised Feb. 2006
Revised Apr. 2009
Revised May 2012
Reviewed Jun. 2015
Revised Jun. 2016