

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

CLASSIFICATION DESCRIPTION

PAYROLL CLERK II

DEPARTMENT: School District Administration Office

JOB SCOPE

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

MAJOR DUTIES AND RESPONSIBILITIES

Performs established payroll procedures (e.g. running payrolls, absence tracking, billings).
Performs accounting procedures including journal entries, bank reconciliations, and budget entries.
Provides information and assistance to other departments, staff, and government bodies.
Prepares submissions, reports, analyses and recommendations.
Maintains appropriate records and documentation.
Receives direction from the Payroll Clerk I.
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 of equivalent) supplemented by one year of appropriate recognized 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 payroll related information.
Ability to organize and work with minimum supervision.
Working knowledge of applicable contracts, 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 (payroll software, worksheets, word processing).
Ability to work with speed and accuracy.
Good interpersonal and communication skills.
Three to four years of recent payroll clerk experience.

Reviewed Feb. 1996
Reviewed Jun. 2001
Revised Jan. 2008
Reviewed May 2008
Reviewed Apr. 2011
Revised Jun. 2015
Revised Mar. 2019