



2023/2024 CUPE Posting #50A

Fax # (250) 949-8792

"Bringing Learning to Life!"

May 2, 2024

TO CUPE LOCAL 401

Employees are hereby advised that the following **REGULAR** position is available.

Posted until filled or June 28, 2024

PAYROLL CLERK II

Pay Rate : \$29.70 per hour
Location : **School District Administration Office**
Hours of Work : 35.00 hours per week
Start Date : ASAP
Reporting To : Mr. John Martin, Secretary-Treasurer

MAJOR DUTIES AND QUALIFICATIONS - See attached job description

Please mail all applications to: Secretary Treasurer, School District No.85 (Vancouver Island North)
P.O. Box 90, Port Hardy, BC VON 2P0 or email to mjones@sd85.bc.ca

Please include a completed CUPE application, resume, transcripts and certificates.

[CUPE-Application-Form-fillable.pdf \(sd85.bc.ca\)](#)

cc: CUPE Payroll
CUPE Local 401
All Schools
Port McNeill Maintenance
Transportation
School District Administration Office

**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