

Payroll & Benefits Coordinator

Job Summary

Under the supervision of the Secretary-Treasurer the Payroll & Benefits Coordinator provides payroll and benefits administration services.

General Duties and Responsibilities

a) Payroll Administration & Data Entry

- Process and maintain payrolls for the following employee groups (teachers, salaried non-teachers, hourly non teachers, school bus drivers , substitute teachers, casuals and school trustees)
- Review and summarize all absentee reports, monthly school summaries and time sheets for payroll data entry (establishes time worked and adjustments)
- Enter payroll data in the in-house system for payroll processing.
- Process new employee benefits applications and enter into in-house system.
- Monitor employee records for increments and changes in employee benefit rates.
- Ensure employees are paid in accordance with collective agreements, division policy, pay schedules and the Employment Standards Code.
- Ensure employees are being deducted the appropriate employee benefits and statutory deduction rates.
- Administer and complete processing of the in-house payroll system.
- Create and distribute employee pay statements.
- Prepare and reconcile payroll remittances for payment.
- Prepare monthly semi-annual and annual reports for employee benefit and pension plans.
- Calculate retro-pay adjustments as per collective agreement and salary schedules.
- Identify and investigate any anomalies or discrepancies in employee pay or absences.
- Reconcile annual T4 summaries, prepare T4 slips and distribute same.
- Complete record of employment forms for eligible staff and distribute same.

b) Communication / Records Maintenance

- Process staff inquiries.
- Explain and assists employee with all necessary pay and benefit forms.
- Process inquiries from employee benefit, pension, statutory deduction, and teacher certification representatives.
- Maintain employee human resource software and prepares semi-annual reports and summary reports for administration.
- Monitor employee absences and communicate to supervisor(s) of any anomalies.
- Maintain individual personal files in accordance with Division procedure for retention of records.
- Maintain in-house payroll software transactions documentation and financials posting journals.
- Maintain employee and payroll source documents in accordance with Division procedure for retention of records. (absentee reports, time sheets, school monthly summary, etc.)

c) Accounting & Budgeting

- Reconcile and analyze financials accounts relating to payroll.
- Perform financial journal entries relating to payroll accounts.
- Perform monthly bank reconciliation for the Division's general account.
- Maintain and complete budget estimate worksheets for staff salaries and employee benefit costs.
- Prepare documents for audit working papers relating to the annual financial statement and quarterly reporting.

d) Other Responsibilities

- Prepare correspondence for the Division Office as required.
- Complete office reception duties in the absence of the executive secretary and accounting assistant.
- Keep abreast of changes of employment standards.

Adopted May 20, 2008