

## **SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)**

### **JOB DESCRIPTION**

**JOB TITLE:**           **ACCOUNTING CLERK - PAYROLL**

**JOB SUMMARY:**   An employee hired to perform a multitude of tasks and duties pertaining to the organization and maintenance of school district payroll records and reports, under the direct supervision of the Payroll and Benefit Coordinator(s).

#### **QUALIFICATIONS REQUIRED:**

1. Grade 12 or equivalent.
2. Valid British Columbia Driver's License may be required.
3. Level 1 certification through Canadian Payroll Association, equivalent course work, or two years' recent work experience in a payroll environment.
4. Minimum of two years' experience in computer software including word processing, data base, spreadsheets (Excel), computer payroll systems and e-mail.

#### **MUST HAVE THE ABILITY TO:**

1. Communicate effectively, orally and in writing.
2. Perform mathematical calculations.
3. Be self directive, flexible and work independently.
4. Solve problems related to the position.
5. Develop effective work methods to handle assigned tasks.
6. Maintain confidentiality.
7. Work under pressure, e.g. multi-task and meet deadlines.

#### **RESPONSIBILITIES AND DUTIES:**

1. Accountable for accurate completion and processing of payroll functions, which may include assisting district Payroll and Benefit Coordinators with:
  - : data entry from employee timesheets
  - : tracking employee eligibility for benefits
  - : maintaining spreadsheets
  - : receiving, sorting and stamping payroll mail
  - : answering the phone and transmitting messages
  - : properly maintaining filing system of current and archived records
2. Develop effective work methods to handle assigned tasks.
3. Responsible to meet required deadlines.
4. Liaise with school personnel and various agencies.
5. Perform other job related duties.