# SCHOOL DISTRICT 5 (SOUTHEAST KOOTENAY)

# JOB DESCRIPTION

**JOB TITLE: PAYROLL AND BENEFITS COORDINATOR**

**JOB SUMMARY:** An employee who, under the general direction of the Accounting Services Manager prepares Payroll for Teaching and Non-teaching personnel, ensuring that all regulatory and contractual requirements relating to payroll and benefits are maintained.

## QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent.
2. Valid British Columbia Driver’s license may be required.
3. Two year Business Administration Diploma or second year of the Chartered Professional Accountant program or equivalent course work and work experience, supplemented with courses from the National Payroll Institute.
4. Minimum of five years’ experience and training in a computerized payroll system including benefits and public sector pension plan administration, in a complex public sector unionized environment.
5. Intermediate Excel skills; strong written and verbal communication skills; as well as database management and electronic records management skills.

## MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Identify and apply a wide range of mathematical and statistical concepts.
3. Be self-directed, flexible and work independently.
4. Solve problems related to the position.
5. Maintain confidentiality.
6. Work under pressure, eg: multi-task and meet deadlines.
7. Complete specialized and technical reports.
8. Understand, interpret and apply Collective Agreements, employment contracts, benefit plans, statutory regulations and Ministry guidelines.

## RESPONSIBILITIES AND DUTIES:

1. Administer all aspects of the Municipal and Teacher pension plans relating to employment including annual reports, enrolment, purchases of service, and termination of employment.
2. Provide timely, accurate and fully accountable payment to all employees.
3. Complete administration and reconciliation of all employee benefits including dental, extended health, Life and AD & D, STD, LTD, and WSBC.
4. Manage benefits and payments for employees on leave.
5. Assist family members of deceased employees with life insurance, pension, and benefits.
6. Maintain and verify employee accruals for vacation, sick and other types of payroll banks as required.
7. Current knowledge of Federal and Provincial payroll regulations and the Employment Standards Act.
8. Thorough knowledge of payroll calculations, accounting and Excel spreadsheet preparation and internal controls.
9. Ability to establish and maintain good working relationships with staff, management, benefit carriers and government bodies.
10. Ability to work with minimal supervision, with strong organizational and time management skills.
11. Ability to maintain strict confidentiality regarding payroll related information.
12. Prepare annual Pension reports, records of employment, T4’s~~.~~
13. Prepare remittances and regulatory reports to outside agencies including the Pension Corporation, Canada Revenue Agency, Service Canada and various benefit carriers.
14. Administer garnishees, terminations and severances.
15. Understand and apply Collective Agreements, employment contracts, statutory regulations, Ministry requirements and School District policies and practices.
16. Under the direction of the Accounting Services Manager, allocate work to other office clerical staff, training them in the necessary procedures and verifying their work for accuracy.
17. Perform other job related duties.