

POSITION TITLE:**PAYROLL CLERK**

Reports to: **Directly:** **Supervisor of Payroll**
 Indirectly: **Deputy Director of Education**

Function/Purpose:

The Payroll Clerk will work under the supervision of the Supervisor of Payroll to ensure that all employees within the Division are paid in accordance with the terms and conditions of the respective contracts or agreements.

Required Education, Knowledge, Qualifications and Experience:

- Possess a grade 12 diploma.
- Completion of post secondary courses in accounting or financial management from a recognized educational institution as approved by the Division.
- Demonstrated knowledge of computer systems and the ability to work in a variety of software applications such as payroll systems, Microsoft Word and Excel.
- Demonstrated knowledge of current accounting and payroll practices and policies.
- Experience in the operation of a variety of office equipment including but not restricted to: copiers, calculators, fax machines, computers, telephone, etc.
- Related payroll experience would be a definite asset.

Required Skills and Abilities:

- Strong problem solving skills required to calculate complex adjustments to payroll.
- Possesses good written and verbal communications skills.
- Must be self-directed, task and goal oriented.
- Ability to prioritize multiple demands.
- Ability to perform meticulous and accurate data entry and calculation tasks.
- Ability to work independently with minimal supervision.
- Ability to work as a team player.
- Ability to maintain strict confidentiality with respect to payroll data and personnel files.

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Duties and Responsibilities:

Without restricting the generality of the description above, the Payroll Clerk shall perform such duties and responsibilities as may be assigned including but not restricted to assisting with the following:

- Generate the monthly payroll for the Division.
- Prepare and submit all month end reports and remittances as required.
- Enter the payroll into the general ledger on a monthly basis.
- Update payroll files as required.
- Co-ordinate the administration of employee files.

- Track all employee leave days.
- Administer the employee benefit and pension plan.
- Liaise with the human resources department in regards to staff and contact changes.
- Assist in budget preparation.
- Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Other duties as assigned by the Supervisor of Payroll.

Judgement, Independence and Client Contact:

- Confidentiality
 - A Payroll Clerk is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence
 - A Payroll Clerk is expected to work independently and take initiative.
- Working Jointly with Other Staff on Common Assignments or Tasks
 - The Payroll Clerk position is part of a Department that deals with Human Resource information. The interaction between these employees is extensive and occurs constantly. The Payroll Clerk must be able to work as part of the team that contributes to the goals of the Department.
- Responsibility for Quality of Assigned Work
 - The employee is responsible for the quality of the assigned work. The timely and accurate processing of payroll and related information is vital.

New appointees will undergo a ten (10) months probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: September 29, 2026.