

POSITION TITLE:

SUPERVISOR OF PAYROLL

Reports to: **Directly:** **Superintendent of Human Resources**
 Indirectly: **Chief Finance Officer**

Function/Purpose:

To ensure that all employees within the Division are paid in accordance with the terms and conditions of the respective contracts or agreements.

The Supervisor of Payroll is responsible for administration and reporting requirements associated with all employee deductions and benefits. In addition he/she will prepare other reports that may be required by the Director or Administration.

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 applicable legislation governing payroll and related employee deductions.
- 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, typewriters, telephone, etc.
- Related payroll experience of at least two years 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.
- Collaborative and flexible.

Supervision of Staff

This position involves the supervision of Payroll Clerks and other support staff.

Duties and Responsibilities:

Without restricting the generality of the description above, the Supervisor of Payroll shall perform such duties and responsibilities as may be assigned including but not restricted to 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.
- Supervise payroll staff.
- Update payroll staff on contract changes including STF and CUPE contracts.
- Administer the employee benefit 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 **Assistant Secretary Treasurer**.

Judgement, Independence and Client Contact:

- Confidentiality
 - A Supervisor of Payroll 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
 - The Supervisor of Payroll is expected to work independently and take initiative.
 - Working Jointly with Other Staff on Common Assignments or Tasks
 - The position involves working with members of the Financial Department with respect to payment of deductions and budget preparation; Superintendents and supervisors with respect to employee hiring/placement; and school-based personnel with respect to leaves and substitute pay.
- Responsibility for Quality of Assigned Work
 - This employee receives only occasional general supervision and is solely responsible for the quality of the assigned work. The timely and accurate processing of payroll operations is crucial for the success of the Division.

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

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: January 24, 2008.