

JOB SUMMARY:

Under the supervision of the Secretary-Treasurer, performs payroll and benefit duties.

DUTIES AND RESPONSIBILITIES:

01. prepares and processes all District payrolls
02. processes payroll and benefit liability billing and reconciles payroll and benefit liabilities accounts
03. prepares and processes all payroll, benefits and pensions
04. liaises with district staff, employees, benefits carriers and appropriate agencies
05. performs payroll year-end procedures
06. performs data entry
07. generates reports
08. performs general office duties such as word processing, answering telephone inquiries, filing, mail, spreadsheets, journal entries
09. works in a setting with a high degree of confidentiality
10. demonstrates the qualities of a good role model
11. displays excellent interpersonal, communication and organizational skills
12. maintains safe work practices
13. maintains knowledge of collective agreements and employment contracts

QUALIFICATIONS:

01. Grade 12 or equivalent education plus successful completion of recognized payroll and benefits programs
02. Training and knowledge of computer hardware and software
03. Previous experience in a related field