

Position Description***PAYROLL & BENEFITS ADMINISTRATOR*****POSITION SUMMARY:**

To ensure timely, accurate payment of wages to salaried and hourly employees. In addition, this position coordinates the benefit function for employees

DUTIES AND RESPONSIBILITIES: Teacher Payroll

1.
 - a) Processes hires, terminations, salary rate changes, severance payments accurately by entry into a PC based payroll system. Pays which cannot be processed must be manually calculated and posted accurately. This includes approving, issuing, recording and controlling manual payroll cheques.
 - b) Implements changes/enhancements to payroll system programming ensuring all modifications are documented and communicated. Initiates/implements corrective measures in the event of system errors, inaccurate programming and controls. Ensures that audit trails and system back-up procedures are in place.
 - c) Issues Record of Employments to Services Canada
 - d) Balances, verifies, prepares journal entries, requests cheques for remittance of employee deductions, authorizes transmittal and production of the payroll ensuring correct controls are in place.
 - e) Quarterly ensures payroll system data is in balance with general ledger and individual totals. Ensures all annual individual totals are in balance for preparation of T4/T4A's.
 - f) Analyze payroll information requirements of various user areas (i.e.: general ledger/employee share ownership)
 - g) Responds to payroll inquiries from all levels of staff. The following are examples of inquiries/situations:
 - Contact bank to place "stop payments" or to resolve situations where pay has not reached an employee's account.
 - Assist Managers/Supervisors with salary/budget general ledger discrepancies.
 - Explains reporting of taxable benefits to employees as required.
 - Responds to telephone inquiries from employees that have been terminated to clarify payment of regular earnings/severance payments and/or deductions on final pay.
 - Respond to telephone inquiries from government agencies as, UIC, CPP, etc.
 - h) Responsible to meet employees on wage garnishee arrangements, set up deductions on payroll and counsel employee on payroll/personal implications.
2. Maintains eligibility for enrollment in and terminations from the Corporate Pension Plans for all employees.

3. Provides guidance and direction to Managers/Supervisors on various HR issues to arrive a suitable course of action. Issues may vary from a simple interpretation of a corporate policy to assisting in the termination of an employee.
4. Responsible for coordination, and administrating HR department budget including entry into budget system as well as explaining variances/preparing now expected forecasts as required.
5. Responsible for liaison with MTS with regards to Long-term and Short-term Disability claims. Coordination of benefits – reports pays to LTD and STD for staff working part-time. Responsible for calculations with regards to Maternity Leave Top-Up, Parental Leave Top-Up and explanation of prepayment of benefits.
6. Actively involved and responsible for Payroll and HR projects and analysis. Expected expenditures may require discussion with the Secretary-Treasurer.
7. Responsible for auditing School Books at Year End and for PSAB requirements the end of March.
8. Sit in on negotiations for the collective bargaining of the various contracts in the Division; MTS, CUPE, Bus Drivers.