

POSITION DESCRIPTION

POSITION TITLE: PAYROLL/REPORTING CLERK

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Reporting to the Secretary-Treasurer, the Payroll/Reporting Clerk is responsible for the payroll operation of Turtle Mountain School Division to ensure timely and accurate remuneration, reporting and effective operation of the Payroll Unit.

POSITION RESPONSIBILITIES:

1. Responsible for the maintenance of the computerized payroll system, produce and distribute payroll cheques, maintain payroll records, implement changes/updates to payroll system, implements corrective measures in the event of system error, inaccurate input, respond to payroll inquiries from all staff and completion of payroll charge backs.
2. Issues Records of Employment, Expected to be cognizant of all related changes and timely implementation, ensures the timely and accurate remittance of all employee/employer deductions, and prepare distribute T4's and T4A's.
3. Complete and verify UIC reduced rate report to Revenue Canada, Complete and verify WCB report, prepare and submit STATS Canada reports, prepare monthly teacher reports for Professional Certification, prepare and submit annual reports for Professional Certification, submit Bus Driver verification to Manitoba Highways monthly, and complete and submit surveys as required.
4. Maintain historical Personnel files, responsible for explanation of employee benefits and costs, maintain updated records for vacation accumulation and sick leave, and prepare monthly teacher absence report.
5. Monthly bank reconciliation, regularly reconcile the General Ledger remittance accounts, and regularly produce financial reports as directed by the Secretary-Treasurer.
6. In the absence of Accounting/Purchasing Clerk and Executive Secretary, assume duties required to ensure that the day-to-day requirements of the Division Office are performed, other daily office duties such as answering phone, meeting public, copying, etc., and other duties as assigned by the Secretary-Treasurer.

Cross Reference:

Approval Date:

Policy Review Date:

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