

Position Description***PAYROLL/ FINANCE CLERK*****POSITION SUMMARY:**

The Payroll/Finance Clerk is responsible for ensuring timely, accurate payment of wages to salaried and hourly employees in the support payroll system. In addition, this position will provide support to the Payroll/Benefits Administrator in all areas of the teacher payroll system inclusive of the benefits portfolio.

DUTIES AND RESPONSIBILITIES: Support Payroll

1.
 - a) Processes hires, terminations, salary rate changes, and severance payments through a PC based payroll system.
 - b) Implements changes/enhancements to payroll system programming, and ensures 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) Balances, verifies, prepares journal entries, and does payments of CRA employee required remittances on line, as well as authorizes transmittal and production of the payroll ensuring correct controls are in place.
 - d) Analyze payroll expenditures upon request by the Secretary-Treasurer, including both Teacher and Support Payroll. Provides information for budget deliberations including F.T.E. (Full Time Equivalency) staffing.
 - e) 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.
2. Provides information to Senior Administration on various Human Resources issues to arrive at a suitable course of action.
3. Responsible for Support Payroll and Human Resources (all employees) as well as special projects, data and analytical reports, as requested by the Secretary-Treasurer.
4. Assists with the day to day operations of the Transportation Department, and assists the Transportation Coordinator when required.
5. Assists the Building and Maintenance Supervisor when required.

6. Provides support with all aspects of our current software application (CIMS) and its various sub modules, General Ledger, Accounts Payable, Accounts Receivable, Work Orders, Fixed Assets, Payroll, Human Resources, Employee Reimbursements, Field Trips, and Employee Leaves.
7. Prepares and distributes the Workplace Safety and Health Committee agendas and minutes.
8. Participates in the agenda setting and chairing of the CIMS Software meetings, and training of employees in new initiatives being utilized in the division software.
9. Backup for Accounts/Purchasing Clerk when employees are away, including cheques/direct deposit runs on all outstanding accounts payable. Also responsible for all employee reimbursements in the absence of both the Secretary-Treasurer and the Accounts/Purchasing Clerk.
10. Uploading of journal entries provided by the Secretary-Treasurer.
11. Data entry of block budgets into CIMS Software.