

**POSITION DESCRIPTION**

**POSITION TITLE: PAYROLL & BENEFITS ADMINISTRATOR/TRANSPORTATION ASSISTANT**

**POSITION SUMMARY: PAYROLL & BENEFITS ADMINISTRATOR**

Reporting to the Secretary/Treasurer, the Payroll & Benefits Administrator is responsible to ensure timely, accurate payment of wages to and management of the benefit programs to all employees of the Division. Further to provide assistance to the Supervisor of Transportation and Maintenance in the areas of bus routing, scheduling of extra-curricular trips and required handling of various forms and documentation from various internal/external sources.

**POSITION RESPONSIBILITIES:**

1.
  - a. Processes hires, terminations, salary rate changes, severance payments accurately by entry into a PC-based payroll system.
  - 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 benefit deductions, and 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. Responds to payroll inquiries from all levels of government and of employees
2. Maintains eligibility for enrollment in and terminations from all employee benefit programs, and becomes liaison with the various corporate administrators of respective employee benefit plans.
3. Provides a source of support either by project-based analysis of payroll expenditures or guidance and direction to Senior Management on various human resource HR issues to arrive at a suitable course of action.

Cross Reference:

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4. 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.
5. Implements changes/enhancements to the CIMS core/connect modules. Provides support in auditing of said programming/enhancements changes. Further provides support/training 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.
6. Other duties assigned by Senior Administration

**POSITION SUMMARY: *TRANSPORTATION ASSISTANT***

Reporting to the Transportation and Maintenance Supervisor the Transportation Assistant is responsible to ensure the timely and accurate reporting of information and to support the Transportation and Maintenance Supervisor of the following duties;

**POSITION RESPONSIBILITIES:**

1.
  - a. Assist the Transportation Supervisor to plan and executes all the bus routes with the Division.
  - b. Ensure that spare drivers are provided for any regular/extra-curricular trips that are needed.
  - c. Completion of divisional/provincial/federal forms when required by due dates.

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