



# Payroll Specialist

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## OVERVIEW

Under the direction of the Manager, Payroll and Benefits, the Payroll Specialist performs a variety of clerical/accounting functions in accordance with standard procedures in general accounting and payroll. The position functions as a part of the Payroll and Benefits Section of the Financial Services Department and ensures that payroll records are reviewed, accurate, and in compliance with legislation, collective agreements and policy. The position answers payroll related questions from employees and others.

## POSITION DESCRIPTION PAYROLL SPECIALIST

### PSP-1

Functions as a part of the Payroll and Benefits Section by:

- calculating employee earnings from time sheets, individual time cards and other source documents;
- processing data for computerized payroll system, including employee personal information, classifications, pay rates, deductions, required withholdings and net earnings, terminations and leaves in accordance with collective agreements and legislation;
- performing a variety of routine and non-routine clerical/accounting functions including, reconciling discrepancies in Time-Entry Web (TEW), reviewing and entering manual time sheets and processing and monitoring garnishees;
- processing and monitoring employee paid and unpaid leaves
- reconciling payroll for month end;
- providing ongoing advice, guidance and follow-up to District staff on Payroll processes;
- Training School Secretaries on TEW & AMS
- liaising with the Human Resources Department, Schools and other departments, investigating and responding to queries regarding payroll;
- providing information to government organizations including Service Canada, BC Pension Corporation, WorkSafeBC, Canada Revenue Services, and Family Maintenance;

- setting up non-teaching staff sick accrual and leave banks at the end of probationary periods;
- monitoring accruals for various leaves in compliance with collective agreements
- scanning and indexing of all employee transactions
- completing LTD and Salary Indemnity Claims;
- assisting with fiscal year end and calendar year end functions as required;
- Producing Records of Employment; and,

### **PSP -2**

Performs pension functions by:

- completing required pension forms for the Municipal and Teacher pension plans;
- processing pensionable service applications; and,
- responding to queries from District staff and the Pension Corporation on employee pension benefits.

### **PSP -3**

Ensures payroll records are reconciled and accurate by:

- ensuring that source information is appropriate, authorized and properly coded to meet collective agreements, legislation, District policy and accounting requirements;
- reviewing and verifying payroll information;
- reviewing earnings summaries and other reports including master files;
- ensuring security procedures are followed;
- producing special cheque run requests to address ad hoc payments;
- preparing and distributing electronic pay statements ;
- resolving discrepancies and errors and bringing transaction patterns to the attention of the Manager Payroll and Benefits;
- ensuring accurate and complete supporting documentation for source documents are received, recorded and filed to provide adequate audit trails; and,
- exercising due diligence regarding possible misrepresentations and frauds.

### **PSP -4**

Contributes to the efficient operation of the Payroll and Benefits Section by:

- providing suggestions for change and assisting with the formulation and implementation of office and payroll procedures to improve the overall operations of the Payroll Section;
- assisting in the development of the Section's systems and procedures to enhance planning and control within the section; and,

- participating in the orientation and training of new staff.

**PSP -5**

Assists with special projects as assigned such as the United Way Campaign

**PSP -6**

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

**QUALIFICATIONS FORM  
PAYROLL SPECIALIST**

<b>EDUCATION</b>	<p><b>TECHNICAL REQUIREMENTS</b></p> <p>Grade 12 or equivalent and completion of the Payroll Compliance Practitioner Certificate (4 courses up to one year)</p> <p>Annual compliance to maintain certification (14 hours)</p> <p><b>OR</b></p> <p>Equivalent combination of education and experience</p>
<b>EXPERIENCE</b>	<p><b>TECHNICAL REQUIREMENTS</b></p> <p>Two (2) years' experience in a large automated payroll office (working with multiple payroll registers preferred)</p> <p><b>JOB SPECIFIC REQUIREMENTS</b></p> <p>Experience working in a unionized environment.</p> <p>Proficient with Excel spreadsheets</p>
<b>KNOWLEDGE</b>	<p><b>TECHNICAL REQUIREMENTS</b></p> <p>Working knowledge of automated payroll systems and payroll related legislative and accounting related requirements</p> <p>Proficient with Excel spreadsheets and word processing applications</p>

	<p><b>JOB SPECIFIC REQUIREMENTS</b></p> <p>Specific knowledge of the operation of a large payroll database</p> <p>Specific knowledge of District Systems and collective agreements</p>
<p><b>SKILLS AND ABILITIES</b></p>	<p><b>INTERPERSONAL REQUIREMENTS</b></p> <p>Attention to detail and ability to reconcile data to accurately produce pay statements</p> <p>Ability to build and develop team approaches to problem solving where individual skills and abilities are pooled to address and resolve issues that individuals could not solve on their own</p> <p>Ability to construct thoughts in a logical and convincing fashion and express them in discussion and in writing</p> <p>Effective written and oral communication skills in order to advise Administrators and school staff of legislation, policies and procedures in a diplomatic manner</p> <p>Ability to work in a confidential working environment</p> <p>Effective time management skills in order to meet weekly and monthly deadlines with high volumes of work.</p> <p>Able to work longer days at month-end, year-end and pay day with corresponding time of.</p> <p>Strong interpersonal skillsStrong attention to detail</p> <p><b>PROBLEM SOLVING REQUIREMENTS</b></p> <p>Understand the needs of others while ensuring that legislative and financial control requirements are also addressed</p> <p>Ability to organize and prioritize high volume of work, often under the pressure of multiple demands, deadlines and interruptions while maintaining close attention to detail and accuracy</p>

**WORKING  
CONDITIONS**

**OCCUPATIONAL REQUIREMENTS**

Sufficient vision and hearing to perform related job duties  
High volumes of work where detailed accuracy is very important

Able to lift or move up to 18 kg (40 lbs) and operate related equipment

Updated April 2021