



Assistant Accountant - Payroll

[Position Description](#) | [Qualifications](#)

OVERVIEW

Under the direction of the Manager, Payroll and Benefits, the Assistant Accountant - Payroll provides the Payroll and Benefits section of the Financial Services Department knowledgeable analysis and examination of existing payroll systems and procedures. The position identifies system and procedural weaknesses, inefficiencies, incorrect transaction processing and duplication of effort. The position also responds to and assists the section to respond to legislative requirements and changes. The position computes advanced and more complex payroll transactions for the section, as well as processing payrolls. The position answers questions from employees and others regarding payroll policies and procedures, providing detailed and informed information.

POSITION DESCRIPTION ASSISTANT ACCOUNTANT - PAYROLL

AAC-P - 1

Performs the audit function for all payrolls to ensure completeness, accuracy and proper authorization and brings inaccuracies and weaknesses to the attention of the Manager, Payroll and Benefits (the Manager).

AAC-P - 2

Pre-audits and keys payroll adjustments, changes to master files and other transactions as required and assists the Manager with operational duties as required.

AAC-P - 3

Calculates and processes complex payroll transactions not performed by Payroll Specialists and coordinates payroll matters with other departments, and schools.

AAC-P - 4

Transfers funds to all employee bank accounts in accordance with payroll deadlines and reviews the payroll bank account daily to check whether there have been any NSF cheques or other errors.

AAC-P - 5

Identifies systemic and procedural weaknesses, inefficiencies, incorrect transaction processing and duplication of effort and responds to and assists the section in responding to legislative requirements and changes by:

- researching specific inquiries or problems which require an assessment of the current process and determining whether changes are required to correctly process payroll transactions;
- coordinating changes to data and processes required to comply with new legislation and regulations;
- reviewing various global transactions and adjusting payroll transactions to ensure systems are processing transactions correctly, prior to the release of the pay run;
- taking samples of transactions, manually calculating and comparing to system results;
- assisting in the testing and implementing of new releases to the payroll system including making recommendations for changes or new processes to meet operational requirements as a result of changed system functionality; and,
- providing suggestions for change and assisting with formulation and implementation of office and payroll procedures to improve the overall operations of the section.

AAC-P - 6

Assists the Manager with calendar year end functions including:

- facilitating the process of T4 documentation and reports for the Canada Revenue Agency including identifying and preparing taxable benefits and other transactions for recording, processing and reporting; and,
- assisting in the reconciliation and reporting requirements for the Teacher and Municipal Pension Plans.

AAC-P - 7

Responds to queries from District staff, schools, Board officials, outside agencies and others regarding payroll policies and procedures and provides detailed and informed information.

AAC-P - 8

Supervises a full-time staff of four Payroll Specialists and two Benefits Specialists, allocating work to ensure priorities are met and checking work for accuracy and completeness:

- training employees to ensure proper payroll and benefits administration procedures and regulations are followed;
- maintaining thorough and contemporary knowledge of the details and responsibilities of each position within the section;
- organizing cross training opportunities for staff;
- evaluating employee performance and making recommendations to the Manager; and,
- supporting payroll and benefits staff members with duties, as needed.

AAC-P – 9

Contributes to the section's efforts to produce consistently accurate data, timely information and reports by:

- preparing and submitting monthly, quarterly and annual (T4) legislative filings;
- preparing and initiating payroll and other entries, ensuring payment related deadlines and are met to avoid penalties and interest costs.
- gathering and analyzing data to ensure earnings, benefit and absence entitlement related activities are appropriate and within the collective agreements; and,
- Conducting employee information sessions and new hire orientations on basic payroll on boarding, including layoff sessions.
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AAC-P - 10

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

QUALIFICATIONS
ASSISTANT ACCOUNTANT - PAYROLL

EDUCATION	<p>TECHNICAL REQUIREMENTS</p> <p>Completion of 2-year accounting diploma (or equivalent CPA pre-requisite courses) (Must demonstrate bookkeeping competency by passing a related District bookkeeping test)</p> <p>AND</p> <p>Completion of the Payroll Compliance Practitioner Certificate (4 courses up to one year)</p> <p>OR</p> <p>Equivalent combination of education and experience</p> <p><i>OTHER RELATED COURSES</i></p> <p>Introductory workshop in supervisory skills</p>
EXPERIENCE	<p>Two (2) years specific experience in a large, automated financial department and working with an integrated payroll and human resource information system</p> <p><i>JOB SPECIFIC REQUIREMENTS</i></p>

	<p>Proficient with Excel spreadsheets and word processing applications</p> <p>Experience identifying systemic problems and making recommendations for changes or new processes</p> <p>Experience testing and implementing new releases to a payroll system including making recommendations for changes or new processes</p> <p>Experience working in a unionized environment</p>
KNOWLEDGE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Working knowledge of automated payroll and accounting systems and payroll related legislative and accounting related requirements</p> <p>Broad knowledge of generally accepted accounting principles, practices and financial controls in the public sector</p> <p><i>JOB SPECIFIC REQUIREMENTS</i></p> <p>Broad knowledge of the operation of a computerized payroll department</p> <p>Specific knowledge of District systems and collective agreements</p>
SKILLS AND ABILITIES	<p><i>INTERPERSONAL REQUIREMENTS</i></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 communications skills and the ability to request and convey information in a diplomatic manner</p> <p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Analytical and reasoning skills allowing the incumbent to select and apply innovative techniques and methods, which together provide a logical interpretation of gathered data</p>

	<p>utilizing sophisticated analytical concepts and models and applies them within accepted practice</p> <p>Demonstrate motivation and determination in understanding 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	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>High volumes of deadline driven work where detailed accuracy is extremely important.</p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to lift or move up to 18 kg (40 lbs)</p> <p>Operate office related equipment</p>

Reviewed: November 2025