

JOB DESCRIPTION TEMPLATE

POSITION TITLE: PAYROLL ACCOUNTANT

REPORTS DIRECTLY TO: PAYROLL SUPERVISOR

REPORTS INDIRECTLY TO: SUPERINTENDENT OF FINANCE, ADMINISTRATION AND PLANNING

DIRECT REPORT: N/A

ORGANIZATION: PRAIRIE SPRIT SCHOOL DIVISION NO. 206
WARMAN, SASKATCHEWAN

DATE: MAY, 2012

ABOUT THE PRAIRIE SPIRIT SCHOOL DIVISION

The Prairie Spirit School Division No. 206 was formed in 2006 as a result of an amalgamation of three school divisions. The School Division has 44 schools located in 28 communities surrounding the City of Saskatoon which includes 3 First Nations and 8 Hutterite communities. The student population of approximately 9,400 is served by a team of dedicated professionals and support staff.

Prairie Spirit School Division requires that all employees:

- conduct themselves in a manner that is appropriate to an educational institution that provides services to children,
- deal tactfully with staff and the public,
- be knowledgeable and supportive of Board policies,
- be willing to engage in lifelong learning.
- will respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by administration of the school or school division. Breaching confidentiality is a serious violation of acceptable conduct.

THE POSITION

The Payroll Accountant is responsible for ensuring that the monthly payroll is processed in accordance with the terms and conditions of the respective contracts or agreements and governing payroll legislation.

KEY ACCOUNTABILITIES

Accountability: Payroll processing (90%)

- Maintains the database information contained in all areas of the computerized payroll system to ensure proper computation of employee payroll. (Employee Master Records, Deduction Tables, Salary Grids, Absence System) and retains backup information or authorization from supervisors to substantiate all data entered on the system.
- Sets up payroll information for new employees on the computerized payroll system which may involve the entry of personal information, assign proper deductions for each employee, and enter employee bank information for direct deposit.
- Calculate and/or determine salary and any additional earnings for each employee, following established policies, procedures and government regulations. Enter all other required data on the computer system which is required to facilitate payroll and accounting services.
- Enters data, when required, from time sheets and other source documents into the time file to facilitate payment of employees who are paid on an hourly or conditional basis.

- Processes payrolls in a timely fashion to ensure accurate payment of employees each month. This includes data entry, audit of payroll register reports, correcting any errors and finalizing the payroll run.
- Checks for accuracy and process absence/substitute personnel information in the absence system to facilitate payment of replacement personnel.
- Prints payroll vouchers and directs them for appropriate delivery.
- Prepares Records of Employment for all employees in accordance with legislation and respond to inquiries from Service Canada.
- Completes all reports required internally and externally with respect to payroll information.
- Responds to schools, staff, and outside organizations regarding payroll benefits, deductions, balances and pay calculations.
- Assists with the preparation of T4's.
- Responsible for deductions taken and payments made to employees under the deferred salary leave plan.

Accountability: Monthly Remittances (5%)

- Responsible for all calculations, adjustments and reporting requirements associated with Teachers Superannuation, Retirement and Municipal Employees Pension Plans.
- Balances and prepares monthly remittances for various benefit and pension agencies.
- Calculates and remits union dues to the union.

Accountability: Record Keeping (5%)

- Maintaining accurate employee sick leave, vacation, and personal leave utilization and accumulation records.
- Maintain records associated with employee leaves (Employee Absence System).
- Maintain employee files that contain relevant payroll history and process.

SKILL & COMPETENCY REQUIREMENTS

- Ability to problem solve effectively to calculate complex adjustments to payroll.
- Accuracy in data entry to minimize payroll errors.
- Ability to communicate clearly, with a variety of people, both verbally and in writing to ensure messages are understood and delivered.
- Ability to work both independently, with minimal supervision as well as collaboratively as part of a team.
- Ability to prioritize multiple demands.
- Maintain strict confidentiality, in particular with employee payroll and personal data, but also other information that is not formally communicated to the public by the school or school division administration.

EDUCATION, KNOWLEDGE AND EXPERIENCE

- A Grade 12 diploma
- Accounting training from a recognized educational institution.
- Demonstrated knowledge of applicable legislation governing payroll and related employee deductions.
- Demonstrated knowledge of current accounting and payroll practices and policies.
- At least 2 years' experience in a computerized payroll environment.
- Demonstrated knowledge of computer systems and the ability to work in a variety of software applications, ie. Microsoft Word, MS Excel as well as payroll specific software.