



## Payroll Technician, Payroll Services

### Job Description

POSITION TITLE:	<b>Payroll Technician</b>	LOCATION:	Sooke School Board Office (3143 Jacklin Road, Langford)
POSITION CLASSIFICATION:	<b>CUPE</b>	SUPERVISOR:	<b>Director of Finance</b>

#### BACKGROUND

Adjacent to Victoria on southern Vancouver Island, School District 62 (Sooke) is the fastest growing school district on the Island which employs a staff of approximately 1700. The District operates in five municipalities: Langford, Colwood, Sooke, Metchosin and the Highlands. The operating budget for the District is in excess of \$85 million and we have a student population of approximately 9,400 with an annual budget of approximately \$90 Million.

#### PURPOSE OF POSITION

In this highly confidential and specialized role, the Payroll Technician will be responsible for the efficient, accurate, and timely planning and delivery of multiple payrolls. The Payroll Technician will work in collaboration with Human Resources and Finance in order to innovate and improve current processes, while responding to inquiries and requests from customer/clients. In addition, the Payroll Technician is responsible for liaising with external payroll vendors and benefits providers.

#### NATURE OF WORK AND POSITION LINKS

Reporting to and under the general direction of the Director of Finance, the Payroll Technician is responsible for the accurate and timely management and administration of the district's annual payroll and benefits programs in accordance with district policies and procedures, collective agreements, employment contracts, federal and provincial legislation and other relevant regulations. The Payroll Technician must effectively manage multiple priorities and work with a high degree of accuracy. This position must be able to develop positive working relationships and have excellent interpersonal skills including a strong customer service focus.

#### SPECIFIC ACCOUNTABILITIES / DELIVERABLES

##### System Maintenance

- Participates and contributes to the implementation, enhancement and maintenance of the Payroll/HRIS system in a hands-on manner;
- Supports Human Resources on the Payroll/HRIS system enhancements;
- Tests, develops and deploys new systems, functionality and regular upgrades;
- Identifies areas for enhancements and improvements of the payroll and benefits system and processes the implementation of these initiatives;
- Review payroll procedures, make recommendations and assist in improvements to increase efficiency and cost effectiveness;

##### Payroll Processing

- Responsible for all aspects of payroll and benefits processing and reporting, ensuring accuracy and compliance with payroll legislation, collective agreements, and regulations for over 1800 employees and 5 payrolls;
- Ensures employees are paid within proper timeframes and ensures external reporting deadlines are met (Inclusive of CRA remittances, superannuation reports, WSBC reports, ROE's, T4's etc.);

- Updates the payroll data base including payroll tables, salary grids and deduction formulas;
- Ensures special and annual projects are completed without interruption to regular service delivery including; pension calculations and reporting, calculating year-end payroll accruals, reconciling and producing T4's and T4A's;
- Calculates and prepares manual cheques when required;
- Creates and submits Record of Employments to Service Canada;
- Creates and reviews payroll and benefit reports;
- Responsible for the reconciliation of payroll-related general ledger and the preparation of reports summarizing payroll-related accounts;
- Resolving difficult pay and benefits administration problems;
- Interacts inside and outside of the organization, both written and verbally, with the ability to articulate complex situations in a user-friendly fashion;
- Ensures systems are set-up and updated to reflect our current employee base, including wages, benefits, sick and vacation time in line with contracts (union and non-union);
- Implements continuous process improvements and efficiencies;
- Creates and maintains payroll documentation;

**Communication**

- Excellent written and oral communication skills with proven ability to communicate to all levels of the organization and outside agencies;
- Develop and explain payroll policies, procedures and information a clear and concise manner through conversation, in writing or in formal presentations;
- Explain the details of garnishments, court ordered withdrawals, disallowed claims and other sensitive issues with tact, diplomacy and good judgement;
- Influence and persuade others to modify their position to reach a mutually beneficial outcome;
- Respond quickly, concisely and accurately to queries from all levels of staff and outside agencies;
- De-escalate confrontational situations by staying calm, listening and interpreting both verbal and non-verbal messages;

**EXCLUDED MANAGER AUTHORIZATION**

I confirm that:

1. the accountabilities/deliverables were assigned to this position.
2. the information in this position description reflects the actual work performed.
3. a copy has/will be provided to the incumbent(s).

NAME: Dawn Irmischer, Director of Finance	SIGNATURE:	DATE:
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## SELECTION CRITERIA

### Education/Experience

- Grade 12 and Certified Payroll Compliance Practitioner (PCP), additional courses in Accounting or related area, or equivalent combination of training and experience;
- Minimum of 5 years of progressive experience in payroll production including experience in a highly complex computerized system in a unionized environment;
- Demonstrated knowledge of payroll reporting requirements, pension and benefit plan administration, payroll legislations, regulations, acts, union contracts and SD62 policies and procedures;
- Proven team building skills and collaborative working relationships.
- Excellent organizational, analytical, and communication skills, both written and oral;
- Ability in exercising discretion in determining the importance and/or urgency of correspondence, telephone calls, and the accounting and payroll schedule;
- Respects the confidentiality of all matters related to the position;
- Extensive experience in a modern complex payroll/HRIS system, including demonstrated ability to implement, develop and test new systems, functionality and upgrades;
- Extensive knowledge of MS Office software, with a focus on Excel, as well as proficiency in a Windows environment;
- Preference will be given to applicants with SRB Atrieve (Powerschool) software experience.

### Abilities/Skills

- Excellent working knowledge of legislation, regulations, acts and collective agreements related to Payroll;
- Ability to organize and manage multiple priorities, meet deadlines; exercise good judgment and make sound decisions;
- Excellent interpersonal skills to establish and maintain positive working relationships with a variety of internal and external client groups;
- Ability to analyze, interpret and use judgment in the application of various legislation, regulations, acts and collective agreements;
- Excellent written and oral communication skills with proven ability to communicate to all levels of the organization and outside agencies;
- Ability to perform diversified tasks with constant interruptions with limited or no supervision;
- Able to exercise tact, diplomacy, and good judgment when dealing with sensitive and confidential issues;
- Must have team building skills;
- Able to influence and negotiate outcomes that satisfies all parties;
- Able to meet deadlines under tight time constraints;
- Sound analytical and problem-solving skills with attention to detail;
- Proficiency in word processing and spreadsheet applications, as well as familiarity with host and internet-based computer applications;
- Working knowledge of office routines;
- Able to use a calculator and computer keyboard with speed and accuracy;

## COMPETENCIES

- **Teamwork and cooperation** is the ability to work co-operatively with diverse teams, work groups and across the organization that includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Listening, Understanding and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others.
- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the

various aspects of a problem or situation, and determine cause-and-effect relationships to resolve problems in a sound, decisive manner.

- **Organizational Awareness** is the acumen to appreciate and the ability to use the power relationships in either one's own, or other, organization(s). This includes the ability to identify the real decision-makers and the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the organization.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Problem Solving/Judgment** is the ability to analyze problems systematically, organize information, and identify key factors and options leading to successful outcomes.