

**ADMINISTRATIVE PERSONNEL QUALIFICATIONS AND DUTIES****PAYROLL SUPERVISOR****Position Summary**

As a member of the Secretary-Treasurer's team, under the direction of the Secretary-Treasurer and Assistant Secretary-Treasurer, assume responsibility for payroll, payroll-related accounting, and supervision of the Payroll Clerks.

**DUTIES****Supervision and Staff Development**

Supervise Payroll Clerk(s) approve work, evaluate their performance, and complete written evaluations.

**Payroll**

- Ensure that all staff salaries are properly paid on a regular schedule and accurate payroll records are maintained.
- Ensure payroll information is provided for all payrolls and that copies of relevant payroll information (salary change, address change) are filed in individual employee files.
- Review all payroll input backup for accuracy by comparing it with the information on the transaction report.
- Ensure that proper records of all vacation entitlement and usage by staff in accordance with the various collective agreements are maintained.
- Reconcile T4's and T4A's to the payroll general ledger and to the annual remittances to the Receiver General.
- Invoice external agencies for employee secondments and prepare Grant Claims as required.

**Benefits**

- Administer employee benefits for teachers and support staff including staff on sick leave, on maternity or parental leave, or on unpaid leave.

- Maintain, reconcile, prepare and submit on a timely basis to the Assistant Secretary-Treasurer for approval all employee benefits, remittances such as; Receiver General, pension plans, union dues, group, life and dental insurance, short and long term disability, Registered Retirement Saving Plans and garnishments.
- Prepare the annual Report of Disabled Members for MSBA Pension for Non-Teaching Employees and reconcile the MSBA Pension Plan year-end contribution report.
- Reconcile employee wage reimbursements from Workers Compensation and adjust the employee sick leave balance and T4's for these payments.
- Maintain and process Deferred Salary Leave Plan deductions and salary payments to employees on Deferred Leave.
- Prepare the Employment Insurance (EI) Premium Reduction Program application for the (EI) reduced premium rates.
- Administer and maintain Conversion of Group Life Insurance and continuation of the Extended Health Care Plan for retired employees.

**Public Relations**

- Notify and distribute to employees all changes to premium rates and enhancements or changes to employee benefits plans.
- Respond to outside organization and employee inquiries in accordance with the Freedom of Information and Privacy Act (FIPPA) and Personal Health Information Act (PHIA) requirements by phone or in person by providing full and complete payroll information on salaries, deductions, contracts, benefits, vacation and sick leave.

**Related**

- Assist the Secretary-Treasurer and Assistant Secretary-Treasurer in the preparation of the annual salaries and benefits budget estimates.
- Complete Employment Verifications requested by employees for bank loans and mortgages.
- Prepare payroll reports for accounting or other departments as required.

**Education**

- Grade 12 or equivalent.
- Currently enrolled in or have completed the Payroll Compliance Professional designation or equivalent.
- Keyboarding skills and knowledge of word processing and spreadsheets.
- Knowledge of accounting software - C.I.M.S.
- Excellent oral and written communication skills and excellent people skills.
- Participate in ongoing professional development in organizations such as MASBO, NPI.

**Experience**

- 3 to 5 years' experience in payroll and/or accounting.

**Physical Demands**

- Intense concentration, eye strain from computer, sitting for long periods.

**Working Conditions**

- Required to meet frequent crucial deadlines.