

ROLE OF PAYROLL SPECIALIST

Background

This position reports to the Manager of Financial Services and is accountable for the overall Payroll function of the School Division.

Procedures

Reporting to the Manager of Financial Services, the Payroll Specialist works in a team environment and within the parameters of relevant legislation and government policies, guidelines, and business practices.

1. Payroll Administration

- 1.1 Work with the Manager of Financial Services or designate to ensure end-to-end payroll processes and timely and accurate payout for 600+ employees.
- 1.2 Oversee timely and accurate completion and submission of filings required by federal and provincial legislation, such as Records of Employment, Revenue Canada remittances, T4s, etc.
- 1.3 Dealing directly with the Manager of Financial Services or designate, to reconcile general ledger accounts with relation to payroll and preparation of journal entries.
- 1.4 Manage all year-end activities, which includes processing and filing of all year-end related tax and pension forms and summaries.
- 1.5 Compliant to all employment legislation and regulatory guidelines such as CPP, EI, Income Tax, pension & benefit contributions etc.
- 1.6 Address and resolve all payroll-related issues in a timely and effective matter.
- 1.7 Responsible for the processing and reconciliation of WCB annual report.
- 1.8 Responsible for updating pay rates and ensuring data accuracy in payroll software.
- 1.9 Adheres to all internal controls, system standards and policies of the Division.
- 1.10 Respects and adheres to the confidentiality of the role. Adheres to all FOIP regulations as laid out by the province of Alberta.
- 1.11 Establish appropriate controls to ensure compliance with payroll processes, company policy, and legislative requirements including developing payroll guidelines and processes, ensuring accurate and efficient administration of programs

- 1.12 Manage internal control and reconciliation of all pay and benefits payments;
- 1.13 Prepare, analyze, and submit financial information related to payroll and employee benefits to Senior Administration.
- 1.14 Proactively identifies opportunities and makes recommendations for process improvements

2. Benefit Administration:

- 2.1 Administration of all Benefits program including Alberta School Employee Benefit Program, Sick Leave and Extended Disability Benefits, Deferred Salary Leave Plan, Alberta Teachers' Retirement Fund Contributions, Local Authorities Pension Plan
- 2.2 Ensure timely remittance of all benefit plan premiums, including electronic transfer of benefit and pension data to the plan administrator for Alberta Teachers' Retirement Fund, Alberta School Employee Benefit Plan, Supplemental Integrated Pension Plan, Local Authorities Pension Plan, etc
- 2.3 Reconciliation of Alberta Teachers' Retirement Fund (ATRF) through the Alberta Teachers' Retirement Fund software.
- 2.4 Responsible for the reconciliation of monthly Alberta School Employee Benefit Plan statements
- 2.5 Review benefits plan annual reporting and advise on overall program enhancements/savings.

3. Policy/Administrative Procedures

- 3.1 Ensures the application of Board policies and administrative procedures as required in the performance of duties.

4. Other Duties and Obligations

- 4.1 Maintains positive and professional relationships with the Superintendent and Senior Team.
- 4.2 Develops and implements a personal professional development plan for their ongoing professional improvement.
- 4.3 Performs other duties and obligations as assigned by the Superintendent, Secretary-Treasurer, and Manager of Financial Services

Reference: Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Occupational Health and Safety Act

Approved: July 17, 2020
Amended: