

**qathet School District**  
Class Specification  
**PAYROLL CLERK 1 (11:04)**



**DESCRIPTION**

Under the supervision of the Secretary-Treasurer the Payroll Clerk I prepares and maintains various financial records related to payroll. This is complex accounting work involving the application of established payroll and accounting principles. This position requires the ability to interact positively with personnel from the School District and/or outside agencies.

Although work in this classification is subject to periodic review by a supervisor, judgment is required in routine matters in accordance with established practices and procedures.

**DUTIES AND RESPONSIBILITIES**

- Performs any or all functions within the payroll department.
- Prepares or assists supervisor in the preparation of various returns, analyses, summaries, administrative benefits and annual reports as required.
- Prepare/processes payroll and accounting entries and reports.
- Prepares, records and maintains employee data such as termination, sick leave, vacation.
- Produces, maintains and files correspondence and other related information as required.
- Answers telephone, relays messages, and handles inquiries, as required.
- Performs other assigned comparable duties which are within the scope of knowledge, skills, and abilities of this position.

**EQUIPMENT USED**

- Office machines, i.e., computer, copy machines, Fax, electronic mail, postage machine, calculator, etc.

**QUALIFICATIONS AND EXPERIENCE**

- High School graduation
- Completion of Level I of the CGA or CMA program, completion of one year in a college/university business program or completion of the Canadian Payroll Association program.
- Two years' office experience which includes knowledge of the principles and practices of accounting and payroll systems.
- Demonstrated skill and ability in computerized payroll/accounting systems.
- Familiarity with Microsoft suite of products (WORD, EXCEL, etc.)
- Good communication/organizational skills.
- Ability to:
  - interact positively with others.
  - maintain sustained attention to detail.

- make arithmetical calculations with speed and accuracy.

**DIRECTION OF OTHERS**

- Nil

Revision Date: September 20, 2024.