

**qathet School District**  
Class Specification  
**Payroll Clerk 2 (11.05)**



**DESCRIPTION:**

Under the direction of the Secretary-Treasurer, the Payroll Clerk 2 prepares and maintains various payroll and financial records. This is complex accounting work involving the application of established payroll and accounting principles. This position requires the ability to interact positively with School District staff and outside agencies. Considerable independence of action and judgment are required. Work in this classification is subject to periodic review by a supervisor.

**DUTIES AND RESPONSIBILITIES**

- Performs any or all functions within the Payroll Department
- Plans activities of the Payroll Department including the control and preparation of input for data entry and the scheduling of payroll cut-offs
- Performs work pertaining to payroll and performs a critical analysis of the output received to ensure accuracy and thoroughness
- Prepares or assists supervisor in the preparation of various returns, analyses, summaries, and annual reports as required
- Assists supervisors with data retrieval for the preparation of complex reports and may see routine reporting processes through to completion
- Prepares complex payroll/accounting entries
- Prepares, records and maintains records required to facilitate the preparation of payroll reports for distribution
- Maintains a thorough knowledge of benefit plans and contractual agreements between the Board and it's employee groups
- Administers all employee benefit plans
- Maintains a current knowledge of Acts, agreements and other items which may have payroll implications
- Answers telephone, relays messages, handles inquiries, as required
- Acts as liaison with other Departments
- 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, postage machine, Fax, calculator, etc.

**QUALIFICATIONS AND EXPERIENCE**

- High School graduation
- Completion of the Level II CGA, CMA or Canadian Payroll Association program or completion of two years in a College/University business program
- Good knowledge of Microsoft Excel and Word
- Understanding and application of computers to management information systems with an emphasis on payroll and HRIS systems
- Excellent interpersonal and communication skills
- Three years' office experience in a senior capacity with demonstrated skill and abilities in

payroll and benefit administration

- Ability to:
  - interact positively with others
  - maintain sustained attention to detail
  - make arithmetical calculation with speed and accuracy
  - prepare payroll and accounting statements and reports

**DIRECTION OF OTHERS**

- Give instructions and directions to other employees in Payroll/Dispatch

Department Approved: JJEC February 2012