

SCHOOL DISTRICT #64 (Gulf Islands)
Job Description
Human Resources and Payroll

SUMMARY

Under direction, provides administrative support for Human Resources with a focus on accounting, payroll, accruals and Ministry reporting. Works independently and as part of a team while maintaining a high degree of efficiency, organization and confidentiality.

DUTIES

- Manages and maintains employee databases
- Creates, maintains and updates complex Human Resources documents including staffing spreadsheets, and Ministry reports
- Prepares Ministry of Education statistical reports
- Administers the preparation, calculation and disbursement of sub casual and TTOC employee wages; prepares monthly payroll summary and reports
- Updates HR software tables and master files as required
- Applies collective agreements, employment contracts, statutory regulations, Ministry requirements and School District policies and practices
- Maintains employee accrual records and seniority lists
- Prepares complex journal entries
- Calculates and verify full time equivalencies; verifies employee and school schedules
- Responds to inquiries and provides appropriate information to employees, district personnel and other agencies
- Maintains personnel files
- Coordinates with Central Dispatch; verifies data entry
- Manages petty cash for school board office
- Performs other assigned comparable duties within the area of knowledge and skills required by the job description.

QUALIFICATIONS

- Post-secondary diploma in HR/Business Administration including payroll coursework
- Recent work experience using Human Resources and Payroll software
- 5 years experience in related work

Or an equivalent combination of training and experience

RELATIONSHIPS

- Responsible to Director of Instruction, Human Resources and/or Secretary Treasurer

APPROVED

On behalf of:
School District #64 (Gulf Islands)

On behalf of:
CUPE Local 788

Original signed by:

Rod Scotvold
Secretary Treasurer

October 22, 2018

Original signed by:

Larry Melious
President

October 22, 2018

Classification: Clerical VI

JJEC approved date: September 13, 2018
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