



Provincial Job Description

TITLE:
(029) Payroll Clerk

PAY BAND:
8

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs data entry and clerical duties to facilitate the processing of payroll and benefit services.

QUALIFICATIONS:

- ◆ Office Education certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Analytical skills

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Data Entry

- ◆ Enters data from time sheets into computerized payroll system.
- ◆ Processes data (e.g., new hires, employee status changes).

B. Payroll / Benefits

- ◆ Verifies and processes employee work records.
- ◆ Checks and corrects errors from payroll run.
- ◆ Sorts and distributes pay stubs.
- ◆ Prepares, sorts and files a variety of reports (e.g., month-end, statistics).
- ◆ Processes and distributes Record of Employment forms.
- ◆ May calculate retroactive pay and/or wage increases.
- ◆ May track vacation, earned time off, sick days, family days.

C. Related Key Work Activities

- ◆ Responds to payroll inquiries.
- ◆ Prepares union billings.
- ◆ Participates in processing claims (e.g., Workers' Compensation Benefit, disability).
- ◆ Assists with maintaining employee and benefit files.
- ◆ Processes transportation and per diem allowances.
- ◆ Processes professional fees.
- ◆ Maintains and balances petty cash, cash register receipts.
- ◆ Performs client billing and other accounts receivable functions.
- ◆ Performs clerical duties.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: January 13, 2015