

PAYROLL RESPONSIBILITIES AND DUTIES (Finance Assistant)

- 1.0 Process all payroll information for teaching, CUPE, and administration payrolls.
 - 1.1 Process timesheets, verifying totals are correct, and that all leaves are approved (illness, holidays, personal, professional)
 - 1.2 Process and verify payroll.
 - 1.3 Distribute pay cheques and slips on payday, with payroll staffers as required.
 - 1.4 Distribute other payroll information packages as required.
 - 1.5 Maintain a working knowledge of:
 - a) Employment Standards Code
 - b) Minimum wage regulations
 - c) Labour Board laws and regulations
 - d) All salary contracts and collective agreements
 - e) Income tax, Canada Pension Plan, and Employment Insurance legislation and regulations.
 - f) Benefits plans offered by the division.
 - 1.6 Maintain vacation staff information on database for all ten-month CUPE employees, updating on a regular basis, sending all employees information in September each year and reconciling at year end for accrual purposes.
 - 1.7 Type payroll related correspondence as required.
- 2.0 Calculate all statutory and other deductions as are appropriate.
 - 2.1 Prepare reports and cheques for agencies covering all deductions and ensure that deadlines for reports and payments are met.
 - 2.2 Maintain and reconcile records covering all deductions.
 - 2.3 Administer insurance and pension plan enrolments and maintain records.
- 3.0 Maintain individual payroll records.
 - 3.1 Calculate salary increases and retroactivity.
 - 3.2 Update all permanent and temporary staff information regarding earnings.
 - 3.3 Maintain record for EI purposes of all insurable earnings, and issues Records of Employment on termination or lay-off.
- 4.0 Administer all payroll year-end procedures.
 - 4.1 Prepare T4's, T4A's, and related summaries.
 - 4.2 Prepare required reports for provincial and federal governments and senior administration.
 - 4.3 Provide Secretary Treasurer with payroll data for budgetary purposes as required.
- 5.0 Perform other job-related responsibilities as assigned.