



# Payroll Administrator

## Administrative Procedure 2.B.125

2.0 Human Resources  
2.B. Position Descriptions

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**Board Governance Policy Cross Reference:** 1, 2, 3, 4, 12, 13, 16

**Legal Reference:**

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**Date Adopted:** December 2003

**Date Amended:** April 2012, July 2016, December 2024

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### PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

### GENERAL POSITION DESCRIPTION

The Payroll Administrator provides Payroll/Benefits/Personnel services for the school division under the direction of the Secretary-Treasurer. This individual operates as part of the Education Support Centre office team to provide efficient and effective service for Senior Administration and to the school division.

### RESPONSIBILITIES AND DUTIES

1. Ensure that all staff salaries and wages are properly paid on a regular schedule in accordance with collective agreements and employment contracts.
2. Ensure that accurate payroll records are maintained in accordance with applicable federal and provincial regulations and Division policies and procedures.
3. Complete administration of Pension Plans, Group Insurance Plans, LTD Plans, Blue Cross Plans, Union fees, and such other plans that the Division may enroll in.
4. Obtain time and absence reports and ensure accuracy of data entered either manually or electronically.
5. Ensure that proper records of vacation, personal leave and sick time entitlements and usage by staff are maintained.
6. Ensure payroll information is provided and filed in individual employee files.
7. Reconcile T4 and T4A to payroll registers and to source deduction/benefit premium remittances.
8. Calculate employees for benefit premiums when on leaves of absence and provide information to AP for invoicing.
9. Calculate and provide information to AP for invoicing outside organizations (Unions, Manitoba Education, etc.) for payroll costs for release time.

10. Reconcile employee wage reimbursements from Workers Compensation and adjust employee sick leave accrual balance.
11. Oversee the reconciliation and processing of all remittance data for all benefits, government deductions and agencies.
12. Process garnishment order deductions and submit for remittance.
13. Prepare and reconcile TRAF and MSBA pension plan reports.
14. Respond to questions regarding pay calculations and deductions.
15. Issue Records of Employment.
16. Prepare reports for payroll and accounting information as requested,
17. Provide software support to school staff for employee time and absence reporting.
18. Compose and type miscellaneous letters and memos.
19. Provide information on payroll matters, benefit plans and collective agreement provisions.
20. Compile, review, and monitor statistical reports, statements, and summaries related to pay and benefits accounts.
21. Prepare and balance period-end reports and reconcile issued payrolls to bank statements.
22. Identify and resolve payroll discrepancies.
23. May be responsible for the development or implementation of payroll policies, procedures, or processes.

#### SKILLS / QUALIFICATIONS

- Strong interpersonal skills; working as part of a team.
- Excellent verbal and written communication skills
- Strong organizational skills
- Demonstrated data entry skills with a great attention to detail and accuracy.
- Working knowledge of accounting principles, procedures and practices
- Ability to prioritize and manage time to ensure deadlines are met
- Strong computer skills and experience working with accounting software applications, Word and Excel, and Microsoft Teams

#### EMPLOYMENT REQUIREMENTS

- Diploma in a recognized Accounting or related Program (or an equivalent combination of academic and practical experience)
- Preference – Canadian Payroll Association Certification
- Minimum of four (4) years related experience