

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Administration Assistant – Payroll Job Description

GDAL/R

**Position Title:** Administration Assistant - Payroll

**Reports to:** Secretary-Treasurer

### Job Purpose and Objectives

To contribute to the overall goals and objectives of the Rolling River School Division by providing administrative support to the Division Office.

To provide administrative support services to the Business / Secretary Treasurer Department, (Accounts, Payroll, Finance), and provide administrative support and perform and process accounts and payroll functions for the Division.

### Education

The minimum education requirement for this position is graduation from grade 12 and a post-secondary diploma in Office Administration/Secretarial Science, or equivalent.

### Additional Skills

Required:

- Ability to communicate effectively with people both orally and in writing
- Strong organizational skills
- Strong technology skills and knowledge and experience in word processing, spreadsheets, databases, and publishing applications

Preferred:

- Experience and training in Microsoft Office
- Completion of accounting or payroll courses
- Prior School Division payroll or accounting experience

### Experience

A minimum of two years prior payroll or accounts processing experience or equivalent is required.

### Key Duties and Responsibilities

To provide administrative support to the Division Office. The incumbent is assigned to support the finance, business and administration function of the Division and the payroll and accounts departments.

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To implement, perform, and maintain accounts procedures and payroll, benefits and, processes and documents and provide related administrative and financial analysis and support in the preparation of the annual budget.

- Provide clerical support to the Secretary-Treasurer / Business department (accounts and payroll) including sorting, copying, filing and distributing information as required
- Prepare and process accounts payable and cheque/payment issues
- Assist with accounts receivable preparation and processes and bank deposits
- Develop, complete data entry, and maintain statistical and monitoring reports, inventory and information
- Coordinate and maintain the Division Office petty cash fund.
- Research, coordinate, and complete Division Office supplies purchases and inventory activities
- Provide administrative and accounts support to Division office staff in purchasing and inventory
- Research, coordinate, and complete purchases and inventory activities for Division Office Managers and departments
- Complete and distribute accounts, payroll, and financial reports as required
- Perform back-up to other administrative support staff as required
- Other job-related duties as required

### Comments

The incumbent is required to work effectively under pressure, within defines timeframes and with a variety of people in a team environment. He/she must be able to work well independently, be flexible, adjust to changing work assignments and deal with and maintain confidential information.

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**Regulation:** *Duties and Responsibilities for Administrative Assistant (Finance /Accounts /Payroll)*

**Date Adopted:** May 20, 2004

**Date Revised:** January 20, 2010

**Date Revised:** June 22, 2011

**Date Revised:** September 2, 2020

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## Support Staff and Casual Payroll

### Daily

- Enroll and terminate employees
- Update bus driver lists and route information. Distribute updated lists to appropriate staff and supervisors.
- Daily interaction with all 10 & 12-month support staff regarding vacation, benefits, salary, sick enquires, and who to contact for various staff concerns
- When senior school administrators are absence for long periods of time, access their Task Manager and approve, redirect leaves, and forward expense reimbursements to the correct staff for approval/payment.

### Weekly

- Implement assignment adjustments
- Implement payroll adjustments for leave (sick leave, personal leave, maternity/parental leave)
- As required, assist school secretaries to complete and submit weekly payroll reports
- Follow up with all 10 & 12 month letters that are mailed out to be returned with either signatures for additional information required.
- Primary contact person for WCB. Filling out all paperwork within 5 days of incident or date information received . Contacting employee for additional information. Follow up with the case coordinator assigned for all information required, wages, doctors' notes, return to work, etc. This is done on a daily, weekly, monthly, and annual basis
- Prepare and issue ROE's according to the CRA when support staff retire, resign or re terminate throughout the school year.

### Monthly

- Enroll and terminate employees
- Implement salary and benefit adjustments (e.g. general salary increases, increments, retro pay, allowances)
- Implement assignment adjustments
- Implement payroll adjustments for leave (sick leave, personal leave, maternity/parental leave)
- Process monthly and annual payroll and reports including:
  - Prepare information for payroll transmission
  - Create and distribute employee payroll statement
  - Create and maintain payroll records and registers
  - Balance payroll (payroll and deduction including benefits, bank, & government Legislated / required payroll reports (e.g. Record of Employment, T-4 Statements)

### Seasonal/Semester

- Prepare and issue ROE's according to the CRA three times per school year for all support staff.
- Assist staff with information regarding their ROE's
- Set up any meetings or information sessions regarding changes in benefits (MSBA Pension) if required

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- Enter in and maintain division calendar for staff absences, custodian vacation, and closures of the school during the summer months (June -September).

### Annually

- Calculate general salary increases and adjust / update support staff pay scales
- Complete and distribute annual 10-month support staff assignment letters in June and September

## Human Resource – Substitute Teachers and Casual Staff

### Daily

- Absent Management System (AMS). Daily changing and or deletion of all absences, leaves, general ledger coding for all school and colonies, and assisting secretaries with HR issues
- Monitor and maintain all Child Abuse and Criminal Records checks for 10 and 12-month support Staff and volunteers for all school and colonies, and distribute volunteer checks to appropriate school when received back
- Check Task Manager for manual changes
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### Weekly

- Complete and process of application and payroll documents
- Correspondence and mail out regarding employment as a substitute.
- Maintain and distribute approved Substitute Teacher information to schools
- Maintain updates on Substitute Teacher and Casual employees lists
- Check the AMS (Absent Management System) weekly submissions for invalid coding, leaves not approved, and not authorized leave and absences. Follow up with the teacher or secretary for errors
- Check Human Resource weekly to ensure casuals, and new hires are active
- Check HR reports for all

### Monthly

- Assist School Administrators to identify suitable substitute teachers for vacant positions (specialty areas, etc.)
- Maintain and track all summer student time sheets and issue advances when required
- Prior to running payroll each month, lock out all schools, import all costing and interface into the AMS (Absent Management System) from human resources to payroll for all staff (teachers and support), check for errors in leaves, general ledger coding, mismatched codes, and verify deductions and pay are correct (if subbing over 5 days)

### Seasonal/Semester

- Consult with Superintendent or Senior Admin if required relating to substitute applications and concerns

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## Data Entry

### Daily

- Substitute/Casual and Trustee Indemnity payroll
- Support Staff payroll

### Weekly

- Update and maintain all Leave of Absence/Sick Leave/Vacation banks
- Weekly entry of support staff reports from the secretaries, ensure all reports are balanced, weeks are authorized, and follow up with Division Office secretary to ensure all leaves, and payment vouchers are put in in a timely manner and a reminder of cut off periods
- Tracking all RRFN support staff absences and obtaining approval to pay casual staff and copy reports for Payroll Supervisor for billing purposes
- Monitor, enter and process all unplanned and periodically planned absence for 12 month staff. Notify supervisors of absences

## Benefits

### Daily

- Be knowledgeable of employee benefit plans
- Assist in daily administration and processing of employee benefit plans including:
  - Extended Health
  - MAST
  - Pension Plan
  - Dental Plan
  - Group Life Insurance plan
  - WCB
- Daily interaction with 10 & 12-month support staff regarding vacation, benefits, salary, sick enquires, and who to contact for various staff concerns

## Personnel Files

### Daily

- Maintain / file personnel and payroll material and records for support staff and substitute teachers

### Seasonal/Semester

- Go through support staff, substitute and casual files to purge any duplicate information
- Update all payroll packages, paper, and computer files, notify appropriate staff to update RRSD website, with the new TD1s, etc. when required.

### Annually

- Purging of support staff payroll files as per regulations

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## Accounts/Financial/Payroll

### Daily

- Maintain/file payroll accounts records as required

### Weekly

- Weekly cheque deposits as needed

### Monthly

- Create and balance all required payroll reports (*e.g. Record of Employment, T-4 Statements*)
- Rotate with the payroll supervisor to add A/P invoices to Payroll Cheque run to keep current in the A/P
- Cheque run process

### Seasonal/Semester

- Create and balance all required payroll reports (*e.g. Record of Employment, T-4 Statements*)
- Rotate with the payroll supervisor to add accounts payable invoices to payroll cheque run to keep current in the accounts payable
- Cheque run process

## Accounts/Purchasing

### Daily

- Code invoices and distribute according to FRAME and Divisional coding manual as required
- Prepare and process cheque run if required, as required

## Secretarial

### Daily

- Typing, word processing, publishing, spreadsheets, and databases for payroll and accounts
- Copy, distribute correspondence and information, and prepare mail outs, put postage on, and get ready for post office

### Weekly

- In person and telephone reception for other Division Office staff (back up to the receptionist)

### Monthly

- Prepare and add postage to all vouchers and mass mail outs

## Miscellaneous

### Daily

- Act as a back-up to other administrative support staff in the Division Office

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- Other duties as may be assigned

## **Weekly**

- Assist A/P staff with cheque run as they are needed
- Act as a back-up to other administrative support staff in the Division Office
- Other duties as may be assigned

## **Seasonal/Semester**

- Act as a back-up to other administrative support staff in the Division Office
- Other duties as may be assigned

## **Annually**

- Act as a back-up to other administrative support staff in the Division Office
- Other duties as may be assigned