



District School Board of Niagara invites applications for the following position:

Senior Payroll Clerk
One (1) Full-time Position

The successful applicant to this position will be required to assist the Manager of Payroll Services and work with the Payroll Services Staff in the efficient administration of the payroll functions.

The functions include (but are not limited to):

- prepare, reconcile, calculate and update the payroll records necessary to produce the payroll;
- calculate, prepare and remit the necessary Pension Plan documents;
- resolve Teachers' Pension Plan and/or OMERS issues using their on-line systems;
- complete Records of Employment for Service Canada;
- assist in the reconciliation and preparation of the T4 and T4A's;
- assist with year-end accruals and related analysis;
- verify and produce cheque requisitions for payment of payroll remittances;
- reconcile the Payroll liability accounts at month-end; and
- respond to telephone and written inquiries from Board employees and outside organizations.

A thorough knowledge of Government regulations and procedures regarding Canada Revenue Agency, Service Canada, and Ontario Labour Standards is required. The Board is seeking a well organized, self-motivated team member with above average mathematical, analytical and communication skills, and a demonstrated ability to deal with competing priorities, multiple demands and constant deadlines. Candidates will have intermediate level skills in Excel and Word.

Applicants must have a minimum of a (2) year Community College diploma in Business Administration plus completion of the Canadian Payroll Association (CPA) Payroll Compliance Practitioner certification or equivalent. In addition, the incumbent shall have a minimum of (3) years experience involving processing payrolls with collective agreements, pensions and benefits using computerized HR/Payroll systems.

This is a regular full-time position within the DSBN's unionized Office, Clerical and Technical employee group (CUPE Local 4156) which includes a competitive wage rate (\$22.06–26.67 per hour).

Qualified applicants may apply via email by sending a cover letter and resume to:
careers@dsbn.org by Friday May 4, 2018 at 4:00 p.m.

Please use "Senior Payroll Clerk Vacancy" as your e-mail subject line.

We appreciate all the applications we receive, however, only those applicants selected for an interview will be contacted.

The District School Board of Niagara is committed to inclusive, barrier-free recruitment and selection processes. We will offer accommodation for applicants as required throughout the stages of the recruitment and selection process. If you are contacted by the District School Board of Niagara regarding a job opportunity, please advise if you require accommodation. Information relating to accommodation will be addressed confidentially.

Dale Robinson, Chair

Warren R. Hoshizaki, Director of Education