



JOB DESCRIPTION

Salary Grade: 5 CUPE 1328

Job Title:
Secretary - Payroll

PRIMARY FUNCTION

The primary function of this job is to provide secretarial and administrative support to the Sr. Coordinator, Manager, Supervisors and the department, and processes relating to the gratuities of teaching and support staff as well T4A's.

MAIN RESPONSIBILITIES

1. Provide secretarial support to the Sr. Coordinator, Manager, Supervisors and the department by:
 - utilizing word processing software on computer to keyboard material such as letter, memos, reports etc.
 - composing/revising correspondence (e.g. salary overpayment; notice of garnishment etc.) and/or composing correspondence from rough outlines provided by the supervisors
 - creating Ad Hoc reports in Access and Excel as requested
 - providing secretarial support to the Manager and Supervisors by following up phone calls, appointments and meetings
 - composing responses to general enquiries e.g. employees requests for number of sick days, start date etc.
 - assisting visitors by providing information, or referring them to appropriate staff member
2. Provide administrative support to the department by performing duties such as:
 - preparing the retirement sick leave gratuity entitlement document for all retiring staff (teaching and support) by receiving raw data from Payroll and Human Resources;

- auditing and recalculating all sick days information provided Human Resources; investigating and correcting any discrepancies; forwarding gratuity printout with cheque requisitions and covering letter for employee to appropriate Supervisor for approval
 - creating and administering the T4A, amended T4s and T4As database on an ongoing basis; auditing data to ensure that amounts appear in appropriate fields prior to printing on an annual basis; producing a consolidated report of all T4As to ensure the final total balances to the T4A reconciliation; forwarding all to the Sr Coordinator of Payroll
 - utilizing advanced Excel application to create the report used to issue T2200s; processing data that can be manipulated to capture different scenarios (i.e. different employees are entitled to different mileage reimbursements such as car allowance and/or regular mileage reimbursement) that occur in completing the T2200 forms; creating mail merge Word and Excel document to issue T2000s (approximately 5,000) and mailing them to employees
 - designing, customizing and modifying reports in Access (i.e. layout of the T4s, T4As and T2200)
3. Provide secretarial/clerical support to the department by performing duties such as:
- creating, updating and maintaining a log of all documents sent to the Warehouse for sorting
 - maintaining the supply inventory by ensuring that the adequate level of stock are available for the department
 - maintaining the department files (both physical and computer)
 - assisting the payroll clerks in various duties during peak periods
 - photocopying, filing and other duties relating to day to day activities in Payroll
4. Perform other related duties as assigned or required.

SKILL

- 2 year community college diploma or equivalent.
- 1 – 2 related years experience.

EFFORT

- Complexity of the job is in effectively utilizing computer applications (e.g. Excel, Access, SAP etc.) to respond to Payroll related demands e.g. creating the printing of gratuities and T4s, T4As, T2200; processing gratuities. Complexity in effectively balancing the secretarial and analytical demands of the job.
- Visual concentration and manual dexterity required when using computer terminal (65% to 90%).

RESPONSIBILITY

- Decision making in scheduling and planning the daily, weekly and year end workload (e.g. designing forms, processing gratuities, creating Ad Hoc reports upon requests, payroll cut-offs, processing T4s, T4As, T2200s etc.). Accountable for the day to day completion of work and investigating independently when discrepancies are found in processing the gratuities. Determining the appropriate information to be released when responding to enquiries.
- Errors in responding to phone enquiries would inconvenience and irate employees. Errors in utilizing computer applications would result incorrect work and loss of time to resolve problems. Errors in calculations of gratuities would result loss of money to the Board or loss of time to correct the errors.
- Contacts with departments, staff, external agencies in the performance. Exposure to confidential matters.

WORKING CONDITIONS

- Open office concept environment.
- Stress from deadlines, high volume of work, accommodating multi-tasking demands and constant interruptions. Stress from dealing with irate employees and confidential issues.