

1.0 Payroll and Benefits Assistant

BULLETIN NUMBER:	373/C/24	DATE POSTED:	July 9, 2024
SCHOOL:	LOUIS RIEL SCHOOL DIVISION NORBERRY BOARD OFFICE		
COMMENCING:	August 13, 2024		
COMPENSATION:	CUPE Local 4642 Clerical-Technical – Payband 4	\$29.81 to \$31.81	
HOURS:	7.0 hours per day – 12 Month Classification		

JOB SUMMARY:

Under the direction of the Manager of Payroll & Benefits, the Payroll and Benefits Assistant will assist the Payroll and Benefits Team with duties relating to payroll preparation and documentation. This includes but is not limited to assisting in preparation of year-end T4's, verify and validate absence reports, validate information for part-time teacher payment, assist in the calculation of benefit adjustments, assist in the preparation of new hire benefit package, and assist in the validation and entry of timesheets. The incumbent must be detail oriented, customer service focused, must be able to handle large volumes of data from various sources, organize and maintain the confidentiality of the data according to Divisional policy and privacy legislation.

QUALIFICATIONS (EDUCATION AND EXPERIENCE):

- Payroll Compliance Practitioner (PCP) Program complete or near completion.
- Three (3) years current payroll and benefits experience in a similar role; experience in a school division would be an asset.
- Experience with payroll in unionized and multi-union environment an asset.
- Strong knowledge of current related legislation, statutes, and regulations.
- Advanced skills and experience in Office 365 apps, Microsoft Dynamics NAV experience an asset.
- Excellent verbal and written communication skills.
- Ability to handle stressful and difficult situations with tact and diplomacy.
- Excellent understanding of the role of confidentiality and privacy issues and legislation.
- Ability to work effectively as a team member and independently.
- Ability to take initiative to complete day to day tasks with minimal supervision.
- Ability to problem solve, prioritize, and organize work effectively.
- Strong attention to detail.

CONDITIONS OF EMPLOYMENT:

- Satisfactory Criminal Record Check, including Vulnerable Sector Search.
- Clear report from the Child Abuse Registry.
- Completion of Respect In School or equivalent training.
- Review and comply with Divisional policies and guidelines.
- Continued employment is subject to maintaining legal eligibility to work in Canada.
- Ongoing commitment to Divisional Professional Development in the areas of Diversity, Equity, Inclusion, and Technology.

APPLICATION PROCEDURE:

The Louis Riel School Division is committed to employment equity and accessibility. We encourage applications from members of equity-seeking groups with diverse abilities, backgrounds, cultures, identities.

- Apply by using the LRSD online submission process at www.lrsd.net.
- Include in your resume and cover letter your strengths and abilities and clearly define how you meet eligibility for the role.
- Identify the names and contact information of three references.
- Address cover letter and resume to Staff Services, Louis Riel School Division.
- Quote the Bulletin Number on the application; a separate application is required for each job bulletin.
- Upload your resume and cover letter as one document.
- Selection of candidates shall adhere to existing CUPE 4642 collective agreement provisions.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

APPLICATION DEADLINE:	4:00 p.m., Monday, July 22, 2024
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