

SCHOOL DISTRICT #64 (Gulf Islands)

Job Description

Accountant, Human Resources

SUMMARY

Administers the preparation, calculation and disbursement of employee wages/deductions, and benefit and pension plans. Maintains personnel files, and compiles Human Resources (HR) reports (e.g. government, actuarial, benefit carrier, district, etc.). Provides costing and analysis for senior administrative functions, (e.g., planning, staffing, budget). Responds to employee inquires pertaining to personnel, payroll and benefits. Performs job duties with speed, accuracy and is able to meet tight timelines and deadlines.

DUTIES

- Ensures appropriate authorization, coding and collation, timely input, balancing and processing for all payroll and personnel data, including employee benefit records.
- Ensures payroll advice and bank deposits are dispatched according to contractual schedules.
- Updates HR software tables and master files as required.
- Prepares monthly payroll summary, benefits remittances and reports; reconciles HR clearing accounts.
- Compiles government and benefit carrier reports (e.g., EI, T4s, pension, CCRA).
- Maintains employee records for sick, vacation, time-in-lieu banks, deferred salary leave, seniority lists, and appointment status (i.e., continuing, temporary, recall, etc.).
- Responds to inquiries and provides appropriate information to district personnel and other agencies.
- Controls personnel files and remittance vouchers.
- Prepares complex journal entries as required.
- Oversees Central Dispatcher(s).
- Prepares accounts receivable: invoices and trial balance.
- Proofs and signs accounts payable cheques.
- Keeps petty cash records.
- Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description.

QUALIFICATIONS

- Post-secondary diploma in HR Administration.
- Working knowledge of HR software, i.e., payroll, personnel, accounting and attendance management modules.
- 5 years experience in HR administration that demonstrates successful performance of the duties of the job.

Or an equivalent combination of training and experience.

RELATIONSHIPS

- Responsible to Director of Human Resources.

APPROVED

On behalf of:
School District #64 (Gulf Islands)

Original signed by:

Rod Scotvold
Secretary Treasurer

February 19, 2008

On behalf of:
CUPE Local 788

Original signed by:

Mike Bath
President

February 19, 2008

Classification: Clerical VI

JJEC approved date: February 19, 2008