

**SCHOOL DISTRICT #64 (Gulf Islands)**  
**Job Description**  
**Human Resources and Payroll**

**SUMMARY**

Under direction, provides administrative support for Human Resources with a focus on accounting, payroll, accruals and Ministry reporting.

Works independently and as part of a team while maintaining a high degree of efficiency, organization and confidentiality.

**DUTIES**

- Manages and maintains employee databases
- Creates, maintains and updates complex Human Resources documents including staffing spreadsheets, and Ministry reports
- Prepares Ministry of Education statistical reports
- Administers the preparation, calculation and disbursement of sub casual and TTOC employee wages; prepares monthly payroll summary and reports
- Updates HR software tables and master files as required
- Applies collective agreements, employment contracts, statutory regulations, Ministry requirements and School District policies and practices
- Maintains employee accrual records and seniority lists
- Prepares complex journal entries
- Calculates and verify full time equivalencies; verifies employee and school schedules
- Responds to inquiries and provides appropriate information to employees, district personnel and other agencies
- Maintains personnel files
- Coordinates with Central Dispatch; verifies data entry
- Manages petty cash for school board office

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/Business Administration including payroll coursework
- Recent work experience using Human Resources and Payroll software
- 5 years experience in related work

Or an equivalent combination of training and experience

**RELATIONSHIPS**

- Responsible to Director of Instruction

**APPROVED**

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

On behalf of:  
CUPE Local 788

*Original signed by:*

Rod Scotvold  
Secretary Treasurer

October 22, 2018

*Original signed by:*

Larry Melious  
President

October 22, 2018

**Classification: Clerical VI**

JJEC approved date: September 13, 2018