

**TITLE:** PAYROLL/FINANCIAL ASSISTANT

**QUALIFICATIONS:**

1. Secondary school graduation supplemented by recent successful completion of post-secondary courses in accounting or payroll.
2. Proficiency and experience with computers and Microsoft software.
3. Excellent customer service, communication and interpersonal skills required to interact with the public in a courteous and tactful manner.
4. Ability to communicate effectively verbally and in writing with both external and internal clients.
5. Demonstrated ability to establish and maintain positive professional working relationships.
6. Able to meet deadlines under tight time constraints while respecting confidentiality of all correspondence and discussions.
7. Ability to analyze information, identify problems, and gather information necessary to facilitate problem solving.
8. Ability to plan, organize, prioritize and accurately perform diversified and/or repetitive tasks with minimum supervision.
9. Willingness to learn new technology or software.

**RESPONSIBLE TO:** Manager of Financial Services and Senior Payroll Technician

**SUPERVISES:** N/A

**JOB GOAL:** To efficiently and effectively assist the processing of payroll and financial services.

**PERFORMANCE RESPONSIBILITIES:**

**1. Payroll Processing:**

- Assist with all aspects of payroll and benefits processing and reporting.
- Assists in reporting employee earning and deductions accurately on T4's and T4A's.
- Assists with payroll related year end functions.
- Support the Payroll Technicians on the Payroll/HRIS system enhancements.
- Create and review payroll and benefit reports.
- Assist with the reconciliation of payroll-related general ledger and the preparation of reports summarizing payroll-related accounts.
- Review payroll procedures, make recommendations and assist in improvements to increase efficiency and cost effectiveness.

**2. Financial Services:**

- Assist with providing school cash system support to district staff.
- Provide school cash system reports to district staff.
- Assist with preparing and/or reviewing monthly purchase card system reports.
- Verify calculations on invoices, employee expenses, purchasing cards.
- Provide year end accounting support as required.
- Assist with the filing of accounts payable, accounts receivable, and other financial documentation.

**3. General:**

- Provide excellent customer service to requests for information and advice and direction to external and internal clients.
- Assist with creating system procedure documentation.
- Assist with continuous process improvements and efficiencies.
- Follow all policies, procedures and standards of the District.
- Perform other related duties as required.