

PAYROLL CLERK

CUPE 2357 – Level 3

CORE FUNTION:

Under the direction of the Payroll Supervisor, the Payroll Clerk processes the pay for 6 Administrative and Support groups and 3 Continuing Education groups; performs general clerical duties; compiles statistical data; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Processes pay:

- processes information change forms from Human Resources
- runs and verifies the entitlement report
- codes, verifies and enters time sheets
- processes salary authorization forms
- generates and verifies spread sheets and runs a balance report to balance the pay register
- responds to telephone inquiries
- recovers overpayments
- completes Records of Employment (ROE)
- processes pay advances
- responds to inquiries from Employment Insurance

Performs general clerical duties:

- processes incoming mail
- photocopies and distributes documents
- orders supplies, as needed
- maintains files and records
- word processes memo, and reports

Compiles statistical data:

- maintains statistical data using a spreadsheet
- updates data cards following changes in salary
- completes reports of hiring details for HRDC

Performs other duties, as assigned by the supervisor.

SUPERVISION OF STAFF:

There is no supervisory responsibility

QUALIFICATIONS:

- Secondary school graduation
- 1 year of Community college in a related field
- 2 years of related experience
- Good keyboarding skills
- Good interpersonal skills

Individuals who possess an equivalent combination of education and experience may also be considered.