



JOB DESCRIPTION

JOB TITLE: Payroll Assistant

DEPARTMENT: Business Administration

REPORTS TO: HR Coordinator and Financial Controller (dual reporting)

CLASSIFICATION: Part-time .5 FTE, based on semi-monthly payroll due dates

JOB SUMMARY: This position will perform, or assist in performing, payroll functions, including but not limited to, compiling, classifying records, verifying and maintaining data and payments for payroll for Linden Christian School. The position involves the maintenance of payroll records including the preparation of various reports as required.

KEY RESPONSIBILITIES:

- Payroll:
 - Process the complete cycle of payroll for Linden Christian School;
 - Maintain payroll files including data entry and absence reporting;
 - Support the employee benefits and group retirement plans by entering data, updating records, providing information and reports;
 - Assist with contract preparation, budget preparation and year end reporting.

- Human Resources:
 - Assist with the maintenance of Personnel files;
 - Update annual Full Time Equivalent and Years of Service
 - Prepare interview documentation packages
 - Set up and prepare documentation for new employees;
 - Assist with staff HR events and staff orientation.

- General Accounting:
 - Assist with Accounts Payable and Accounts Receivable as time permits
 - Review, code and process invoices and payment requisitions ensuring appropriate approvals and documentation.

- Other duties:
 - Provide administrative support to the Safety and Health Committee;
 - Assist with other departmental functions as needed.

EDUCATION AND QUALIFICATIONS:

- Post-secondary education in payroll and human resources, or equivalent;

- Human Resources and/or Payroll certification, or willing to obtain;
- Ongoing related professional development;
- Three or more years of related experience.

OTHER REQUIREMENTS:

- a sincere love for Jesus Christ evidenced by lifestyle, including regular attendance at weekly church services;
- willingness to sign and adhere to the LCS Statement of Faith and Lifestyle Commitment;
- provision of a Criminal Record Check from the Winnipeg Police Services or RCMP which affirms that the Vulnerable Sector Screening is clear;
- provision of evidence of clearance from the Child Abuse Registry Check;
- understanding of and adherence to confidentiality and privacy issues;
- enthusiastic support of the Mission, Vision and Core Values of Linden Christian School

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

December 2018