



NISGA'A SCHOOL DISTRICT NO. 92

4702 Huwilp Road,
PO Box 240
New Aiyansh, BC

Phone: 250-633-2228
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V0J 1A0

INTERNAL / EXTERNAL
Competition # 23-37
TEMPORARY EMPLOYMENT OPPORTUNITY
PAYROLL CLERK (part time)
Nisga'a School District No. 92

Nisga'a School District No. 92 is accepting applications for a temporary part time Payroll Clerk. Reporting to the Secretary-Treasurer, the Payroll Clerk is responsible within deadlines for the accurate and timely administration, preparation and processing of the district's pay and benefits program for excluded staff, school administrators, teachers and support staff (including substitutes, regular, casual and noon-hour supervisors); and the maintenance of all payroll master files; and works as a member of a team to ensure the timely resolution of general district requirements, in accordance with applicable acts, regulations, policies and procedures. This position is 20 hours per week at the School Board Office and starts as soon as possible. The position will end upon the return of the incumbent.

The successful candidate will have demonstrated:

- Completion of Grade 12 and some formal post-secondary accounting training.
- Payroll Compliance Practitioner Certificate or willingness to complete Certification within 2 years
- Minimum 2 years' experience with a computerized payroll system and benefits administration experience.
- Good organizational, interpersonal and communication skills (oral and written).
- Working knowledge of office procedures and standard office equipment including personal computers and office software.
- Confidentiality, neatness, accuracy and the ability to deal tactfully with others is essential.
- Inputs payroll data (generating cheques, pay slips); obtains authorization on lump sum payments; distributes pay slips, T4s, pension statements, etc.
- Complete understanding of all payroll MERCs and procedures.
- Maintains records of employees on leave for benefit premiums or Teachers-on-Call (e.g., Dues); determines billable costs and forwards to accounts receivable for processing; prepares and processes documentation; calculates retroactive pay adjustments; processes salary increases
- Performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

Applications must be made in writing, accompanied by three references and transcript(s) or documentation that addresses the above qualifications. All applicants must comply with the Criminal Records Review Act. Pay and Benefits are in accordance with CUPE Local 2298 Collective Agreement.

Should you require any assistance, please contact Kory Tanner, Secretary Treasurer 250-633 2030. This posting will remain open until filled. We thank all applicants, however only those chosen for the interview process will be contacted.

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Attention Human Resource Department
School District No. 92 (Nisga'a)
Box 240
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Email: humanresources@nisgaa.bc.ca