
Payroll Administrator
Category F, 1.0 FTE, 12 Months Per Year
Location: Board Office
Hours: 8:30am to 4:30pm

General Information:

Reporting to the Supervisor of Payroll the Payroll Administrator will be responsible for, but not limited to:

- bi-weekly payroll processing for permanent and casual,
- reconcile payroll documentation and balance changes,
- prepare all payroll entries,
- review and verify payroll documentation,
- changes to compensation (i.e. allowances or deductions),
- calculate and collect overpayments from staff,
- prepare manual cheques,
- sort, batch and key timesheets,
- respond to employee enquiries,
- generate, review prepare and coordinate payroll related reports,
- calculate, deduct and pay deferred salary leave,
- ensure compliance with Canada Customs and Revenue Agency,
- prepare records of employment,
- pension reporting to OMERS and OTPPB, T4/T4A balancing, etc.

Qualifications:

The successful candidate must have the following qualifications and experience:

- a post-secondary diploma in business or equivalent combination of education, training and experience;
- Payroll Management Certificate Program – Level 1;
- 3 years payroll experience in a complex, computerized environment (500 employees or more; school board payroll, or equivalent);
- strong interpersonal, problem solving, and communication skills;
- ability to maintain confidentiality;
- other qualifications as per the job description.

Required Documents:

Each candidate shall submit in the following order:

- Cover letter
- Resume of qualifications and experience
- Copy of degree/professional certificates as required
- Reference check consent form which **MUST** include **valid e-mail addresses and phone numbers** of a minimum of two (2) references. The reference check consent form can be found at the bottom of careers section of our website <https://www.lakeheadschoools.ca/careers/>.

Application Procedure:

Email your completed application package to copehire@lakeheadschoools.ca

Note: Please submit one complete PDF document. Please do not submit multiple attachments.

If you require accommodation throughout the job posting process, please contact Human Resources at accommodation@lakeheadschoools.ca to make appropriate arrangements.

Internal applicants, please email your application to Jana Matikainen at president@copelocal454.com

Application Deadline: open until filled

*Offer of employment is conditional upon the successful candidates providing a current, original Police Record Check including Vulnerable Sector Screening (dated within the past 6 months). This document **does not need** to be included in your application package.*

Lakehead District School Board is committed to equity in employment. We provide reasonable accommodation at any point throughout the recruitment process. If you require accommodation, please contact Human Resources at accommodation@lakeheadschoools.ca so that appropriate arrangements may be made.

Selected applicants will be invited to participate in the interview process and only those candidates will be contacted.