
**SENIOR PAYROLL CLERK
FULL TIME 1.0 FTE, PERMANENT, 12 - MONTHS PER YEAR,
LOCATION: BOARD OFFICE**

General Information:

- Applications will be accepted until the position has been filled.
- Only applicants selected for an interview will be contacted.
- The annual compensation range is \$59,398.57 – 65,170.33, prorated based on time worked, in accordance with the C.O.P.E. Collective Agreement.
- A comprehensive benefits package and participation in the OMERS Pension Plan are provided.
- This position represents an existing vacancy within the Lakehead District School Board.

Qualifications:

The successful candidate must possess:

- A post-secondary diploma in a 2-year business program or equivalent combination of education, training and experience.
- Payroll Compliance 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;
- experience with pension reporting, T4 and T4A reporting,
- understanding of pay-related legislation and collective agreements;
- ability to maintain confidentiality; and
- other qualifications as per the job description.

Duties:

Reporting to the Supervisor of Payroll the Senior Payroll Clerk 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),
- calculating and collecting overpayments from staff,
- prepare manual cheques,
- sort, batch and key timesheets,
- respond to employee enquiries,
- generate, review prepare and coordinate payroll related reports,
- calculating, deducting and paying deferred salary leaves,
- ensure compliance with Canada Revenue Agency,
- prepare records of employment,
- pension reporting to OMERS and OTPPB, T4/T4A balancing, etc.

Position start date is to be determined

Hours of work: 8:30 AM – 4:30 PM

Each candidate shall submit the following:

- A covering letter
- A resume of qualifications, education, and experience
- Copies of all relevant certifications and qualifications
- A signed Reference Check Consent Form can be found here - [Careers - Lakehead District School Board](#)

Offer of employment is conditional upon the successful candidate providing a current Police Record Check including Vulnerable Sector Screening (dated within the past 6 months).

This document does not need to be included in the application package.

Application Procedure:

Please email complete application packages to: copehire@lakeheadschoools.ca

We welcome applications from all qualified candidates!

Lakehead Public Schools is committed to building and upholding barrier-free learning and working environments where equity, diversity, inclusivity, and belonging thrive. We strive to create a workforce that represents the diversity within the communities we serve. As part of that commitment, we encourage applications from candidates who identify as Indigenous, Black, racialized, women, 2SLGBTQIA+, persons with disabilities, and other underrepresented groups.

Lakehead Public Schools will provide reasonable accommodation for candidates in all aspects of the selection and hiring process. For accommodation requests, please contact Human Resources at hr@lakeheadschoools.ca so appropriate arrangements may be made.