



BRANDON SCHOOL DIVISION

Position Description:	PAYROLL BENEFITS/CLERK
Competition:	#O2203001
Location:	Office of The Secretary-Treasurer, Administration Office
Hours/Day:	7.00
Start Date:	25-Jul-2022 or as soon as possible
Term of Employment:	Permanent Contract
Salary:	\$47,007 to \$54,075 per annum
Application Deadline:	12:00 PM 04-Jul-2022

Please note: Position is 7.00 Hours per Day, Monday to Friday, 12 Months per Year.

Purpose of Position

The Payroll/Benefits Clerk is responsible for a variety of administrative and clerical duties in support of the Payroll Department and Office of Human Resources. Activities include the maintenance of related records (e.g. salaries, benefits, absences, vacation, overtime, substitutions, group insurance). Assistance is provided to employees with respect to any issues and inquiries related to payroll and human resources.

Duties and Responsibilities

Are established by the Assistant Secretary-Treasurer within the parameters of the job profile.

Required Qualifications

- Two year post-secondary diploma in Business Administration with accounting major, or related field (equivalent combination of education, training and experience may be considered).
- Minimum two years prior work experience in computerized payroll.
- Demonstrated knowledge and advanced skills in computer technology and software including: data management software and online applications for benefits, pension and employment regulations (i.e. Employment Insurance, Worker's Compensation).
- Strong organizational and time management skills, with the ability to set priorities and meet deadlines.
- High level of proficiency in reading, writing, and mathematical skills.
- Excellent public relations and interpersonal skills.
- Demonstrated ability to maintain confidentiality of information in the workplace.
- Current knowledge of application of Manitoba legislated regulations.

Preferred Qualifications

- Payroll Compliance Practitioner (PCP) Designation is considered an asset.
- Previous work experience in public sector with working knowledge pertaining to pensions and benefits.
- Working experience of applying collective agreement(s) language to payroll practices.

Your cover letter must clearly indicate how you meet the required qualifications.

For more information and to apply online, please visit the Brandon School Division website: [Careers \(bsd.ca\)](https://www.bsd.ca/careers)

Inquiries should be directed to:
Office of Human Resources
human.resources@bsd.ca

Employment will be subject to a Criminal Record Check and a Child Abuse Registry Check completed within the four months preceding the date of application with results satisfactory to the Brandon School Division.

Brandon School Division will give consideration to gender equity, visible minorities, indigenous peoples, and persons with disabilities. The Brandon School Division thanks all applicants for their interest. Only those selected for an interview will be contacted.

Upon request, Brandon School Division will provide reasonable accommodations to applicants disabled by barriers during the interview and assessment process.