



LOWER KOOTENAY BAND

830 Simon Road, Creston, BC VoB 1G2 Ph: 250.428.4428 Fax: 250.428.7686

Job Title:	Payroll Clerk	
Reports to: Director of Finance		
Location:	Type of Position:	Hours:
Administration Office	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Seasonal _____ <input checked="" type="checkbox"/> Year Round <input type="checkbox"/> Contractor	18 hours/ week

Purpose:

The purpose of the Payroll Clerk is to ensure accurate and compliant payroll processing, reporting, and employee data management while maintaining confidentiality and supporting organizational financial operations.

Job Description:

The Payroll Clerk is responsible for administering bi-weekly payroll for salaried and hourly employees, processing salary adjustments, maintaining payroll records, and ensuring compliance with governmental regulations. This role also includes preparing payroll remittances, conducting audits, providing payroll training, managing employee data, and performing year-end payroll reconciliations while maintaining a high level of confidentiality and accuracy.

Responsibilities and Duties:

General Duties

- Management and administration of a bi-weekly payroll for all salaried and hourly employees including: inputting salary or rate adjustments; entering hourly time sheets; making adjustments for new and terminating employees; transmitting payroll; and balancing, according to policy and federal and provincial regulations;
- Maintain the integrity and confidentiality of all payroll and benefits information;
- Ensure accuracy and compliance with governmental reporting requirements;
- Ensure all required payroll taxes are collected and remitted according to government regulations;
- Ensure proper approvals and authorizations according to established delegation of authorities are provided for all payroll documents such as change of status forms, timesheets, pay rate changes, special payments, etc., prior to processing of data;



Payroll Processing

- Process bi-weekly payroll accurately and timely for all LKB employees;
- Processes all exception hourly earnings, benefits and tax adjustments (i.e. overtime, unpaid leaves, allowances, prior period adjustments etc.)
- Verifies and enters leave time, such as vacation, personal, and sick leave, in accordance with delegation of financial authority and HR policies and procedures.
- Performs bi-weekly audits of employees' time entry and exception time to ensure accuracy and compliance with organizational leave and overtime policies and collective agreements.
- Reviews and completes employee profiles in job and personal data, including rates pay, taxes, employee benefits, allowance and deductions in accounting system;
- Processes changes to employee information as required (garnishments, address changes, changes to benefit plans, add or end allowances and deductions in accounting system;
- Receives and calculates overtime for all employees, based on either Canada Labour Code or Employment Standards legislation;
- Administers unpaid leaves of absence, including termination of benefits, benefits and maternity / parental leave top up plans;
- Supports the Finance Manager for training and direction to employees and department managers on time and attendance payroll processes;
- Calculates and processes off cycle payroll cheques for adjustments such as terminations, leave of absences, severances and final vacation and overtime payouts;
- Tracks and distributes leave entitlement data reports to Managers;
- Processes and issues employee paychecks and statements of earnings and deductions;
- Maintains accounting payroll system employee database with pertinent employee data and process payroll to guarantee that any ensuing payroll adjustments are handled accurately and on schedule.

Benefit and Remittance Management

- Reconciles monthly all statutory, benefit, pension and other wage and salary related remittances against deductions taken and payments made on account;
- Prepares all monthly benefit, tax and other payroll remittances for payment;
- Prepares and processes the record of employment for Employment Insurance benefits;



- Processes termination of employees in the pension plans, all health and wellness plans, WCB and any other benefit package as necessary;
- Reconciles, analyzes and recovers outstanding employee accounts receivable amounts owed by employees;
- Completes quarterly and annual WCB payments, provide information, including employee hours to WCB for claims management;

Additional Payroll Processes

- Performs quarterly review of T4 data, and at payroll year end reconcile and analyze annual data to generate T4s, including adjustments for Status Employee time on reserve and pension adjustment;
- Document and maintain Finance Department change of status forms, benefit applications, terminations and any other related payroll payment information for audit purposes;
- Assists with the establishment and documentation of payroll procedures relating to the Finance Department;
- Process employee termination of employment including the issuance of Record of Employment (ROE) in the appropriate time frame;
- Provide information as required to Canada Revenue Agency on payroll remittance and employment matters;
- Complete annual pension plan information submission;
- Creates the bi-weekly payroll journal entry, entry for vacation pay, banked overtime into the general ledger; Keeps informed about changes in tax and deduction laws that apply to payroll processes.

Qualifications / Requirements:

Education:

- High School Diploma or equivalent.
- Canadian Payroll Association PCP certification is an asset.

Experience:

- At least two years of recent and successful employment experience in office administration with exposure to financial processes.
- Experience working with payroll systems (e.g., Paydirt, Adagio) and in the Finance/Accounting field, preferably within First Nations organizations.

Skills and Knowledge:



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- Strong understanding of payroll practices, legislation (e.g., Canada Labour Code), and employment standards.
- Proficiency in accounting software and Microsoft Office suite (Word, Excel, PowerPoint, Outlook).
- Excellent attention to detail, confidentiality, and high-level arithmetic skills.

Additional Skills:

- Strong problem-solving abilities and effective communication skills with internal and external stakeholders.
- Ability to manage and implement complex legislative and payroll requirements.

Created By: Matty Fedorowich	Title: Human Resource Administrator
Date: October 2024	
Approved By: Heather Suttie	Title: Chief of Administration
Date: October 2024	

Please submit a resume to hr@lowerkootenay.com