

JOB TITLE: Payroll and Benefits Officer

DEPARTMENT: Business and Financial Services

DATE APPROVED: November 6, 2017

DATE REVIEWED: September 15, 2026

Approved by: Cheryl Ann Corallo, Executive Superintendent of Business and Finance

Signature: _____

Reporting Relationships

Position reports to: Manager of Business and Finance

Essential Qualifications

Education / Certification

2-year community college or equivalent in accounting or other related field

Canadian Payroll Compliance Practitioner Certification (PCP)

Certified Payroll Manager Certificate (CPM) would be considered an asset

Experience Required

Five (5) years of recent related working experience

Key Activities

Under the supervision of the Manager, Financial Services, the Payroll and Benefits Officer is responsible for the effective and efficient delivery of payroll and benefits services. The role ensures that payroll data is accurate, properly authorized, and maintained in accordance with internal controls, statutory requirements, and established procedures.

The position is responsible for maintaining and updating payroll system data, testing system upgrades, and ensuring the integrity of all payroll-related records. Payroll processing activities include pay runs, retirement gratuities, and other payroll adjustments, ensuring that all payments are completed accurately and within required timelines.

The role ensures that vacation pay and statutory holiday pay are consistently tracked and paid in accordance with applicable collective agreements and the Employment Standards Act. The position prepares and processes bi-weekly and monthly remittances to various agencies, including unions, pension plans, and government bodies.

In addition, the Payroll and Benefits Officer reconciles benefit programs such as health care, long-term disability, and life insurance on a monthly basis and prepares associated payments. The role also prepares, reconciles, and submits pension data to OMERS and the Ontario Teachers' Pension Plan, and supports annual reporting requirements, including T4 and T4A reconciliation and preparation.

The position performs a range of accounting-related duties, including reconciling accounts within the Financial Management System, preparing journal entries, reconciling recoverable costs, issuing invoices, and preparing year-end wage and vacation accruals. Wage cost projections and tracking of special programs, are also completed as required.

The Payroll and Benefits Officer provides statistical data and reports to support decision-making and ensures that all payroll documentation is maintained for audit purposes. Other related duties may be assigned from time to time

Responsibilities

The Payroll and Benefits Officer completes payroll processing functions, including pay runs, retirement gratuities, and related payroll activities, ensuring accuracy and compliance with applicable legislation and collective agreements. The position ensures that all payroll records are maintained accurately and are audit-ready.

The role is responsible for preparing and processing payments and remittances to external agencies, reconciling employee benefits, and supporting pension reporting requirements. This includes ensuring all submissions are completed accurately and within required timelines.

In addition, the position performs regular financial reconciliations, prepares journal entries, manages invoicing related to recoverable costs, and supports year-end financial processes such as accrual preparation and statutory reporting.

Contacts

The Payroll and Benefits Officer liaises regularly with school-based staff, principals, and senior administrators to clarify or correct submitted payroll and benefits documentation, provide updates on payroll-related transactions, and explain applicable procedures and requirements. This includes discussing details to ensure a clear understanding of collective agreement provisions, policy requirements, and supporting documentation.

The role involves ongoing communication with external stakeholders, including banking institutions, benefit providers, pension plan organizations, and auditors, to exchange information, resolve issues, and support compliance with legislative and reporting requirements.

Knowledge and Skills

Scope of Knowledge

The position requires a working knowledge of relevant ministerial and Board policies, directives, and guidelines related to payroll and benefits administration. This knowledge is applied to ensure payroll and benefits transactions are processed accurately and in compliance with applicable legislation, collective agreements, and Board requirements. The Payroll and Benefits Coordinator provides clarification and explanation of policies, procedures, and requirements to employees and managers as required, supports periodic monitoring and review of payroll and benefits records or transactions as directed by the supervisor, and maintains accurate, complete, and well-organized records and files.

Knowledge of departmental financial authorities and financial coding structures (chart of accounts) is required to verify the completeness and accuracy of financial information.

Skills

Proficiency in the use of computerized systems, including Word, Excel, and in a Windows environment, is essential. Strong mathematical and analytical skills are required, along with excellent organizational and time management abilities.

The role requires excellent organizational and time management skills to manage multiple deadlines, as well as the ability to work independently with minimal supervision.

Maintaining excellent discretion and the ability to uphold confidentiality is crucial in any professional setting. This means being able to handle sensitive information with care and ensuring that it is not disclosed to unauthorized individuals. It involves understanding the importance of privacy and being able to recognize situations where confidentiality is required.

Interpersonal and communication skills are required to obtain and provide information, respond to enquiries and to provide training and guidance on work methods and practices to colleagues. It is essential to be able to communicate effectively and relate to people tactfully, diplomatically, and professionally at all times.

Problem solving skills are required to detect and troubleshoot problems with electronic data and reports and to format data and reports to meet specified requirements.

Ability to work both independently and in a team environment.

The ability to provide regular attendance is mandatory.

Physical Requirements

Manual dexterity required to use desktop computer and peripherals.

Health and Safety

Always practice safe work procedures, report unsafe conditions in a timely manner and wear protective equipment as required.

Special Working Conditions

Risks found in the typical office setting, which is adequately lit, heated, and ventilated.

Multiple deadlines and overtime required on occasion and during year-end and revised budget working periods. Expected to travel to different school sites on a daily basis.