



## Payroll Specialist (12 Month Position)

The Niagara Catholic District School Board is accepting applications for the position of Payroll Specialist. Serving as a member of the Payroll team, the candidate will provide services associated with the realm of Administrator of Payroll Services responsibilities as well as contribute to the efficient and effective functioning of Payroll Services with prompt handling of all assignments and inquiries. The candidate is expected to respect the confidential nature of the position.

### QUALIFICATIONS AND EXPERIENCE:

- Certificate from the Canadian Payroll association, Payroll Administrator Certification (P.A. or CPC) and/or 2 years College Diploma in Accounting/Finance
- Experience in payroll processing and pension reporting (OMERS, TPP)
- Excellent organization skills and ability to work in a busy environment under many strict deadlines.
- Ability to check and/or verify the work of others.
- Ability to communicate effectively and work under minimum supervision.
- Experience in database administration, Microsoft, Excel and Word

### MAJOR DUTIES AND RESPONSIBILITIES:

- Prepare, input and verify payroll and pension submissions
- Prepare cheque requisitions with appropriate supporting documentation.
- Performs various accounting functions
- Liaison with pension plans, Revenue Canada, Service Canada, Family Support Office, Union representative, various school board departments and employees.
- Prepares summary reports required to verify and audit the payroll records as required for internal and external auditors.
- Assist in operations of the Department under, of the direction of the Administrator of Payroll Services

Interested applicants are asked to submit a completed résumé, cover letter and reference letters, no later than **4:30 p.m. on Monday, November 29, 2018** to the attention of Glenn Bertollo, Senior Administrator of Human Resources Services via email:

[glenn.bertollo@ncdsb.com](mailto:glenn.bertollo@ncdsb.com)

We thank all candidates for applying however only those selected for interviews will be contacted.

*Personal information about applicants is collected under the authority of Section 171 (10 (3) of the Education Act RSO 1990 and will be used to assess the suitability of applicants for employment with Niagara Catholic District School Board and to establish payroll and benefit files for the successful applicant. The successful candidate will be required to provide a satisfactory Criminal Records Check as a condition of employment.*

FATHER PAUL MACNEIL  
CHAIRPERSON

JOHN CROCCO  
DIRECTOR OF EDUCATION