

## SUPPORT STAFF JOB POSTING

**To:** All IUOE Employees

**Date:** January 12, 2026

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### **SUBJECT: JOB POSTING #2025- 82**

The Human Resources Office will accept applications up to **Monday, January 19, 2026 - Noon** - for the following position:

#### **SENIOR ACCOUNTS CLERK/PAYROLL CLERK/STAFF DISPATCHER**

Full-time, 12-month, temporary position, 37.5 hours per week effective immediately until August 31, 2026, with the possibility of extension or the return of the incumbent, whichever comes first. Your duties and hours of work will be assigned by the Director of Finance. The terms and conditions of the IUOE Collective Agreement shall apply. Rate of pay is pay band 6 (\$29.42 for the first 8 months, then \$31.94 per hour).

#### **Job Summary**

An employee who is responsible for performing a wide variety of payroll and accounting duties and for dispatching teachers-on-call and substitute childcare workers.

#### **Brief Job Description**

- (a) Collects, reviews and verifies payroll information; updates earnings master for IUOE and teacher-on-call payrolls.
- (b) Maintains vacation, sick leave and other leave information.
- (c) Checks, batches and enters data from timesheets; prepares and inputs related payroll data, including employee information, classifications, pay rates, deductions, withholdings and net earnings, terminations and leaves in accordance with collective agreements and legislation.
- (d) Performs a variety of payroll related calculations.
- (e) Balances and reconciles payroll.
- (f) Ensures payroll deductions are correctly processed and remitted at the employee level.
- (g) Prepares and distributes pay statements and cheques.
- (h) Ensures security procedures regarding the payroll system are followed.
- (i) Initiates stop payments for lost or stolen cheques; processes and monitors garnishees; prepares Records of Employment.
- (j) Acts as relief for Accountant and Accounts Clerk.
- (k) Compiles and prepares payroll related reports and invoices.
- (l) Accounts for and reconciles receivables.
- (m) Prepares and inputs bank deposits and journal entries.
- (n) Liaises with other departments; investigates and responds to payroll and accounting related inquiries.
- (o) Provides information to government agencies as required, including Employment Insurance and Auditor requests.
- (p) Performs monthly and annual payroll procedures.
- (q) Issues immediate payments such as quick pays and travel advances.
- (r) Dispatches teachers-on-call and substitute childcare workers.
- (s) Enters data re assignments and absences into the school district data base and notifies the appropriate school of teacher-on-call and substitute childcare worker placements.
- (t) Produces and distributes teacher absence reports.
- (u) Performs other related duties as assigned or required.

## **Qualifications**

- (a) Grade 12 plus a minimum of two to three years experience in an accounting or payroll position.
- (b) Payroll Compliance Professional Designation
- (c) Exercises discretion and confidentiality in dealing with all matters pertaining to staff.
- (d) Computer literacy and basic computer skills (40 wpm) required.
- (e) Good organizational and inter-personal skills.
- (f) Ability to use a complex payroll system.
- (g) Ability to interpret and apply applicable collective agreement language.
- (h) Good communication skills – must be able to communicate clearly, to understand and follow directions and to prioritize tasks.
- (i) Must be able to communicate effectively with outside agencies, medical practitioners and parents.