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Revised: Sep 7, 2023
Revised: February 18, 2022

TITLE: Payroll and Benefits Clerk/Accounting Clerk
SECTION: School Board Office ʹ Business Services
REPORTS TO: Associate Secretary-Treasurer

SUMMARY:

Under the direction of the Associate Secretary-Treasurer, provides payroll, benefits and
accounting support to the Business Services Department.

DUTIES:

A. PAYROLL & BENEFITS RELATED:

1. Establishes and maintains ĞŵƉůŽǇĞĞƐ͛ďĞŶĞĨŝƚƌĞĐŽƌĚƐ͖ĂĚŵŝŶŝƐƚĞƌƐĞŵƉůŽǇĞĞďĞŶĞĨŝƚƐ
using on-line systems.

2. Maintains a thorough knowledge of benefit plans and contractual agreements between
the Board and relevant employee groups and maintains current knowledge of acts,

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Q UALIFICAT IONS:

Education ʹ the applicant must have completed

x Grade 12
x Supplemented by successful completion of business courses of a minimum of 1

year, which inclu des