

ROLLING RIVER SCHOOL DIVISION REGULATION

Accounts and Payroll Supervisor Job Description

GDAK/R

Position Title: Accounts and Payroll Supervisor

Reports to: Secretary Treasurer

Job Purpose and Objectives

To contribute to the overall goals and objectives of the Rolling River School Division by providing financial, supervisory, and administrative support to the Division Office.

To provide accounting, payroll, and administration leadership and services to the Division.

Education

The minimum education requirement for this position is graduation from grade 12 and a post-secondary diploma in Accounting, or equivalent.

Additional Skills

Required:

- Ability to communicate effectively with people both orally and in writing.
- Strong technology skills and knowledge and experience in word processing, spreadsheets, databases and publishing applications

Preferred:

- Experience and training in Microsoft Office
- Completion of the third level accounting program (CGA, CMA etc.) and working towards a professional Accounting designation
- Prior school division payroll or accounting experience
- Knowledge of the FRAME accounting system
- Completion of payroll related courses/seminars

Experience

A minimum of five years prior Accounting /Accounts processing, and Payroll experience or equivalent is required. Prior supervisory experience is an asset.

ROLLING RIVER SCHOOL DIVISION REGULATION

Accounts and Payroll Supervisor Job Description - Continued

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Key Duties and Responsibilities

To perform, direct, monitor, and maintain Divisional accounting and payroll procedures and processes, and to provide administrative and financial analysis and support in the preparation of the annual budget.

- Direct, perform, monitor, and maintain all accounts payable and receivable processes, reports and systems
- Direct, perform, monitor, and maintain payroll function and processes
- Administer and maintain all employee benefit plans
- Process teacher payroll and benefits
- Coordinate the human resource and administrative procedures for substitute/casual staff
- Direct maintenance process for personnel/payroll files
- Assist Secretary-Treasurer to develop the annual budget
- Perform internal audit function and prepare the financial statement and supporting documents for the annual external audit
- Provide financial analysis and reports to Senior Administration as required
- Provide staff workload management and daily supervision of Division Payroll and Accounts departments/staff
- Perform back-up function to Secretary-Treasurer
- Other job-related duties as required

Comments

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work well independently, be flexible, adjust to changing work assignments, and deal with and maintain confidential information.

[Index](#)
[Policy](#)

Regulation: *Duties and Responsibilities - Accounts & Payroll Supervisor*

Date Adopted: May 20, 2004

Date Revised: September 2, 2020

ROLLING RIVER SCHOOL DIVISION REGULATION

Accounts and Payroll Supervisor Duties and Responsibilities

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Teacher Payroll

Daily

- Enroll and terminate employees
- Maintain personnel information changes
- Answer inquiries on benefits and payroll
- Update benefit information (online, written correspondence)
- Maintain and update payroll and Human Resource files
- Provide supervisory and problem-solving support to payroll and Human Resources staff
- Issue correspondence/phone call/emails to staff (teachers and support on occasion) regarding, but not limited to, sick leave, end of employment information, maternity leaves, and requested changes to benefits
- Review Task Manager and approve tasks. These range from teacher personal leaves no pay, teacher bill outs (accounts receivable), part time teacher forms, issues with forms not routing (manual interventions), and sick leaves for all staff over 5 days
Appropriate follow up and action needs to be taken with each leave

Weekly

- Implement assignment adjustments
- Implement payroll adjustments for leave (sick leave/LTD, maternity/parental leave/SUB Plan, Deferred Salary leave plan)

Monthly

- Enroll and terminate employees
- Implement salary and benefit adjustments (e.g. general salary increases, increments, retro pay, allowances)
- Implement assignment adjustments
- Issue Records of Employment
- Complete Stats Canada Payroll Survey
- Run payroll, upload file to bank
- Create and upload TRAF pension file
- Advise LTD and calculate sick entitlement remaining discussions with Senior Admin and correspondence with staff required

Seasonal/Semester

- Prepare and distribute seniority list as per collective agreement
- Report teacher days taught, substitute days taught, maternity leaves, sick leave to MB Education through EIS
- Advise TRAF and calculate TRAF deductions for the balance of year for retiring teachers
- Advise LTD and calculate sick entitlement remaining discussions with Senior Admin and correspondence with staff required

Annually

- Manage health and dental premiums and adjust teacher pay scales accordingly in excel and in Atrieve

ROLLING RIVER SCHOOL DIVISION REGULATION

Accounts and Payroll Supervisor Job Description - Continued

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Benefits

Daily

- Daily administration and processing of all employee benefit plans including:
 - Extended Health
 - TRAF and MSBA pension plans
 - Dental Plan
 - Group Life Insurance plan
 - LTD, STD
 - Blue Cross EAP
 - Corresponding to both support and teacher with questions regarding benefits

Weekly

- Add/update new pay codes and deduction codes
- Correct/update calculations due to changes provincially, federally, and with individual benefit providers

Monthly

- Generate payroll accounts payable cheques/direct deposit and online payments on a bi-monthly basis
- Balance benefits reports to payroll and general ledger
- Process and provided staff information to benefit providers in electronic format
- Complete Receiver General for school canteen and MRA
- Maintain binders and payroll to reflect updates/changes to all employee benefit plans
- Reconcile monthly benefits for teacher generated from payroll run and submit to vendors
- Maintain list for all staff for annual RRSD Employee Retirement and Recognition event

Annually

- Develop, maintain, and distribute seniority lists (Teacher and CUPE Seniority List)
- Provide years of service list for all staff for annual RRSD Employee Retirement and Recognition event

Human Resources – Substitute Teachers

Weekly

- Direct the process to:
 - Complete and process application and payroll documents
 - Correspond regarding employment as a substitute
 - Maintain and distribute approved substitute teacher information to schools

Seasonal/Semester

- Coordinate the application and payroll process for substitute teachers

ROLLING RIVER SCHOOL DIVISION REGULATION

Accounts and Payroll Supervisor Job Description - Continued

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Personnel Files

Daily

- Provide direction to Payroll Accounts staff on file maintenance
- Update files

Seasonal/Semester

- Responsible for purging payroll, general ledger and accounts payable files
- Perform audits on all payroll and human resources in Atrieve

Annually

- Pull all terminated teacher files, label with terminate date and re-file in the terminated teacher file
- Create new teacher files and folders with labels and 3 folder system

Accounts/Payroll

Daily

- Maintain payroll accounts records
- Enter all new accounts payable vendors
- Make changes to existing vendors
- Review Task Manager and approve tasks. These range from teacher personal leaves no pay, teacher bill outs (accounts receivable), part time teacher forms, issues with forms not routing (manual interventions), and sick leaves for all staff over 5 days
Appropriate follow up and action needs to be taken with each leave

Weekly

- Issue support tickets with Atrieve when issues arise
- Contact Red River SD and/or Seine River SD when issues with the server arise
- Maintain chart of accounts for GL and maintain user's ability to view and expense to location and expenditure type
- Monitor accounts and payroll procedures (purchases and amounts to ensure budgets and purchase procedures are followed)
- Identify concerns or problems with accounts and processing (ensure policy is followed)
- Act a reference for employees and vendors on payroll and accounts payable questions
- Process payroll and issue invoices for School Canteens and Minnedosa Regional Archives
- Trouble shoot issues with Atrieve – staff access, routing, and viewing
- Update and maintain forms in Atrieve

Monthly

- Create and balance all required payroll reports (e.g. Record of Employment, T-4 Statements)
- Make recommendations for changes to policy or clarification
- Bi-Monthly run accounts payable month end, and payroll cheques

ROLLING RIVER SCHOOL DIVISION REGULATION

Accounts and Payroll Supervisor Job Description - Continued

GDAK /R

Seasonal/Semester

- Implement Revenue Canada and benefit plan changes
- Compile information as required by the Auditor
- Compile and maintain electrical parking lists for schools and Division Office
- Complete records management for payroll general ledger and accounts payable files

Annually

- Assist to arrange school secretary administrative school start-up and new year meetings and training
- Provide support to school secretaries in year-end school fund procedures (School Cash Net roll over)

Accounts/Financial

Daily

- General ledger controls and maintenance
- Code purchase orders and invoices and distribute according to FRAME and Divisional coding manual
- Complete, process, organize, and file purchase orders and invoices [limited done primarily by AP]
- GST / PST calculation, claims, and reports
- Capital project accounts
- Perform internal audits of all general ledger accounts

Weekly

- Complete journal entries
- Issue all invoices
- Prepare bank deposits and code revenue as per FRAME
- Prepare, administer, and maintain accounts and revenue financial information, reports, and/or records (e.g. Student Transportation, categorical support, leases, equipment, utilities)
- Assist to develop and maintain the annual revenue and expenditure budget
- Review paid AP Invoices, verify coding
- Maintain copy of invoices for capital projects, grants, prepaid, etc.
- RRSD Education Fund maintain scholarships (15 currently) monthly bank reconciliations, deposits and issue cheques
- RRSD Education Fund issue registered charity receipts, deposit and disperse funds as required
- Computer Department Student Repairs - enter student repairs into database, issue invoices to students and copy to schools, update spreadsheet with paid invoices, journal entry out balance end of year; now have access to PowerSchool for student home addresses

Monthly

- Bank reconciliation for operating account, RRSD Education Fund and Scholarship Accounts
- Prepare bus trip expenses and distribute to schools

ROLLING RIVER SCHOOL DIVISION REGULATION

Accounts and Payroll Supervisor Job Description - Continued

GDAK /R

- Maintain files for expenses that require grant applications
- Maintain accounts files for grant expenditures (BBSIP, ALC, Sustainable Development)
- Prepare, implement, and maintain tax and financial reports related to charitable organization status and scholarship
- Enter monthly journal entries
- Reconcile and enter all direct deposits in database, generate journal entry and enter in Atrieve

Seasonal/Semester

- Develop, direct, perform, monitor, and maintain accounts payable and accounts receivable processes and systems including, but not limited to:
 - Complete and distribute School of Choice/Transfer fee and Non-resident fee invoices
 - Monitor and audit Divisional School Fund accounts
 - Prepare Financial Statement March 31 and June 30
 - Submit GST Rebate on a bi-annual basis
 - Submit PST on a quarterly base
 - Submit EI Rebate on a bi-annual basis

Annually

- Year-end procedures and balancing
- Tax and financial reports for operations, capital, charitable organization, and scholarship accounts
- Grant claims and reports
- Prepare year end analysis of A/P and A/R working papers, and financial statement
- Prepare working documents and worksheets for the annual Audit and compile information as required by the auditor
- Monitor and audit Divisional School Fund accounts
- Input and balance budget figure in general ledger
- Prepare Registered Charities Return
- Complete Rollover for RRSD Education Fund in School Cash Net
- Provide information to high schools on the amounts of interest for various scholarships, eligibility and then issue and distribute cheques.
- Maintain scholarship investment dates and re-investment options
- Calculate School Instructional Budgets surplus/deficit use to apply to next year budget

Supervision

Daily

- Provide direction on issues to *Payroll/Accounts Assistant and Administrative Assistant – Finance and Accounts*

Annually

- Provide input to evaluation of Payroll/Accounts staff evaluation

ROLLING RIVER SCHOOL DIVISION REGULATION

Accounts and Payroll Supervisor Job Description - Continued

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Miscellaneous

Daily

- Print emailed invoices (invoices@rrsd.mb.ca), date stamp and distributed to accounts payable
- Trouble shoot issues with routing, Atrieve log ins, dashboard issues.

Monthly

- Maintain RRSD Lotto keep file for cheques issued payment amount to staff and issue payment to MB Lotteries
- RRSD Staff Fund monitor expenses and revenue, organize meetings, lunches, suppers and events for the RRSD DO Employees

Seasonal/Semester

- Perform Board secretarial and financial functions in absence of Secretary-Treasurer
- Other duties as may be assigned
- Review audit report of school funds and assist Secretary-Treasurer with report and follow up recommendations to the schools

Annually

- Create desktop calendars for all RRSD Staff
- Maintain Dashboard Reports
- Update user securities (new users, remove old users)