

## **NU-300 – BO2025**

Position: **Payroll Officer - Permanent**

Location: **Kemptville Board Office**

Hours of work: **35 hours/week**

Salary: **\$65,063 - \$76,545**

Effective: **Immediately**

### **Note**

Please refer to the attached job description for further information.

### **Qualifications**

- Two (2) year college diploma in business or a related discipline.
- Certification through the Canadian Payroll Association or a similar organization will be considered an asset.
- Minimum two (2) years payroll administration experience in a computerized payroll environment.
- Demonstrated proficiency in the use of Microsoft Excel, Word, and other relevant software tools.
- Comprehensive and current knowledge of applicable government legislation and the ability to implement collective agreements, pension plans and all payroll related regulations.
- Knowledge of the Canada Revenue Agency, Service Canada, Employment Standards Act, Workplace Safety and Insurance Board and Employer Health Tax Regulations.
- Excellent interpersonal, written and oral communication skills.
- Demonstrated initiative, ability to organize work and prioritize tasks to meet strict deadlines.
- Proven ability to work in a team environment.
- High level of attention to detail and accuracy.
- Ability to handle confidential and sensitive information with discretion and professionalism.

Send application and curriculum vitae no later than:

**Sunday, August 17, 2025 by 4:00pm**

e-mail: [hr@cdsbeo.on.ca](mailto:hr@cdsbeo.on.ca)

**We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.**

**The CDSBEO adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, people from gender diverse communities and/or people with intersectional identities, as well as others who may contribute to the further diversification of ideas.**

**The Catholic District School Board acknowledges that our schools are located on the unceded, traditional Algonquin territory of the Anishinaabe people as well as the land of the Mohawk territory of the Haudenosaunee/Rotinonhsho'n:ni people. We respect both the land and the people of this land including all Indigenous people who have walked in this place.**

**Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if applicants require accommodations at any time throughout the application process, please reach prior to the posting closing date so that appropriate arrangements can be made.**

**Chris Cummings**  
**Chair of the Board**

**Shelley Montgomery**  
**Director of Education**

## **A. Job Identification:**

Title: **Payroll/Finance Officer I**

Immediate Supervisor: **Assistant Manager of Finance**

## **B. Job Summary:**

The Payroll/Finance Officer is responsible for the compilation, calculation and processing of bi-weekly payroll data for full-time and part-time employees of the Board and additional finance duties as assigned. The Payroll/Finance Officer is also responsible for maintaining the information in the payroll module in the HRIS System and preparing required payroll documents. The ideal candidate should be able to solve problems, work as a member of an interdependent team, and provide constructive feedback on processes and systems used by the department.

## **C. Duties and Responsibilities:**

- Accurately calculate and record payroll entries, including deductions and contributions.
- Process adjustments for paid and unpaid absences, overpayments, overtime, vacation pay, and other entitlements.
- Prepare and remit statutory and non-statutory deductions in a timely and accurate manner.
- Validate and reconcile payroll data from various sources, including the Absence Tracking Database (ATD); investigate discrepancies and coordinate with Human Resources to ensure data accuracy.
- Generate payroll documentation to support internal and external audits, as well as year-end reconciliations.
- Assist in ensuring compliance with all relevant policies, procedures and internal controls.
- Supporting duties i.e., responding to employee inquiries, ad hoc reports and providing backup to other payroll team members.
- Effectively communicate with government agencies, other departments and employees.
- Calculate amount to invoice unions according to Board/Union agreements.
- Create and analyze payroll reports to support budgeting, forecasting, and decision-making processes.
- Perform other duties as required.

## **D. Qualifications:**

- Two (2) year college diploma in business or a related discipline.
- Certification through the Canadian Payroll Association or a similar organization will be considered an asset.
- Minimum two (2) years payroll administration experience in a computerized payroll environment.
- Demonstrated proficiency in the use of Microsoft Excel, Word, and other relevant software tools.
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