

Job Posting: Posting Detail**Posting:** C2526-392**Closing Date:** 10-Feb-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Payroll & Benefits Administra	District Education Office	Continuing	35.0000	34.7300

Typical Duties/Assignment Description

Starting February 12, 2026. This assignment follows a 12 month schedule.

Additional Information/Site Specific Expectations

Collects salary and wage data, processes bi-weekly and semi-monthly payroll, verifies data input and maintains a variety of payroll and benefit records.

Education and Experience/Mandatory Qualifications

1. Successful completion of Grade 12 and completion of the Payroll Compliance Practitioner Certification.
2. Two (2) years experience in administering payroll and benefits in a unionized payroll environment.
3. Working knowledge of government statutes, regulations and collective agreements pertaining to payroll and benefits application.
4. Ability to operate office equipment, computers and a variety of software programs with keyboarding skills at a minimum of 50 net wpm.
5. Demonstrated ability to make mathematical calculations with speed and accuracy.
6. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
7. Demonstrated ability to work at the level of independence and with the degree of initiative and discretion appropriate to the position.
8. Demonstrated ability to work efficiently and prioritize work to meet deadlines.

Additional Qualifications, Knowledge, Abilities & Skills

Please reference the full job description for specific qualifications and additional position-related information. All current job descriptions can be found on the staff intranet site inside.sd42.ca under the Business Function HUMAN RESOURCES tab at the top of the page.