PAYROLL CLERK- FULL-TIME (TEMPORARY)
35.0 HOURS/WEEK – 12 MONTHS/YEAR
HOURLY RATE OF PAY: $29.14 – $31.30
EFFECTIVE: IMMEDIATELY (With the possibility of extension or becoming permanent without competition)

About the Limestone District School Board

The Limestone District School Board (LDSB) is situated on the traditional territories of the Anishinaabe and Haudenosaunee. We acknowledge their enduring presence on this land, as well as the presence of Métis, Inuit, and other First Nations from across Turtle Island. We honour their cultures and celebrate their commitment to this land.

The LDSB is the region's only fully inclusive school board. Limestone schools serve more than 20,500 students in 55 schools and five alternative education centres covering a geographic area of 7,719 square kilometres across the City of Kingston, the Townships of Central Frontenac, North Frontenac, South Frontenac, Addington Highlands, Loyalist, Stone Mills, the Frontenac Islands and the Town of Greater Napanee.

Position Purpose

Reporting to the Financial Supervisor–Payroll, the Payroll Clerk supports Finance through the processing of payroll and preparing payments to vendors and outside agencies in a timely and efficient manner ensuring that such transactions are accurate and compliant with legislation, union agreements and Board policies, procedures and internal controls, as well as those specific to the Finance department as determine by the Manager of Financial Services.

Qualifications & Experience

- Three or more years of related work experience in a high volume fast paced payroll department, preferably with a medium to large public sector organization
- Completion of PCP designation (or equivalent) considered an asset or currently enrolled and/or willing to complete this designation within two years of hiring date
- Demonstrated knowledge to allow for the understanding of a payroll process in a computerized system, month and year end procedures, account reconciliation, general ledger account coding within a large and complex chart of accounts, and audit processes.
- Effective customer service and collaborative skills, including ability to work successfully in a team environment and independently as well as ensuring deadlines are maintained and achieved
- Demonstrated organizational, analytical and problem-solving skills, including excellent attention to detail and keyboarding skills for keying large volumes of data
- Intermediate level of MS Excel, including but not limited to the use of formulas, sorting, filtering, reordering columns and formatting for report preparation
- Excellent written, verbal communication and interpersonal skills
- Comprehensive knowledge of Government legislation, related acts and payroll regulations
- Experience in interpreting, implementing/adhering to multiple employee/union agreement

Knowledge, Skills & Abilities

- Validate information received from multiple sources that will impact the calculation and processing of employee compensation and benefits, make any necessary adjustments or inform Human Resources staff about required corrections
- Verify for accuracy, prepare and input data into the payroll system for employee groups paid by salary, entitlement, hourly or timesheets
- Input permanent changes to employee payroll records maintained in the payroll system relating to new hires, terminations, retirements and leaves and the set up and changes to the statutory deductions, pensions and other mandatory and optional benefit plans
- Calculate and input any manual adjustments to earnings and all legislated, mandated and optional benefits and deduction plans as required
- Review payroll journals and reports, compare changes with supporting documentation and make any necessary correction to errors or omissions
- Ensure compliance with collective agreements, including self-funded leaves, supplemental employment benefit plans, top-up payments for maternity/parental leaves, vacation pay entitlement
- Prepare records of employment both manually and electronically for individuals and group lay- offs, submit by upload file and respond within prescribed timelines to any information requests
- Review, revise and balance staff absence reports, including processing permanent and/or occasional/casual earning batches, on a weekly basis to ensure accuracy in dates, reasons, FTE and replacement information
- Review / respond to Teachers' Pension Plan inquiries, make necessary adjustment in the TIM site
- Responsible for benefit continuance for employees on leave, reconcile, and prepare group benefit payments
- Verify for accuracy, prepare and input invoices, verify for accuracy and receipt deposits, reconcile accounts receivable accounts, follow up on outstanding amounts and assist with calculation of allowance for doubtful accounts and retrieve data for reports as required
- Respond (electronically, in writing and verbally) to payroll questions and inquiries from staff, employees, vendors and outside agencies, in a timely manner, that adheres to privacy requirements
- Ensure compliance with general ledger account coding
- Process incoming mail by gathering, sorting and separating data for processing
- Assist the financial services area in processing accounts payable, procurement and accounting/deposit transactions, including data input; reconciliations and preparing entries on an as needed basis
- Identify improvements and efficiencies for the payroll process
- Other role-related projects and/or responsibilities, as required

Commitment to Diversity and Inclusion

Across LDSB, we are committed to removing systemic barriers not only in recruitment but in retention and promotion as well so that you can see yourself in Limestone. The LDSB is dedicated to promoting fair and equitable hiring practices that will move us forward in hiring staff who reflect the full diversity and lived experiences within the communities we serve.

We invite and welcome you, through your application/resume to self-identify as someone who has lived experiences, and who can bring valuable, diverse knowledge and perspective to our district and the students and communities we serve.

Accommodation will be provided to applicants to enable equitable participation in the recruitment process. Applicants can request accommodation at any time during the recruitment process.

Applicants who are transgender may provide records in a different name than their current legal name or name of common usage. This will not prejudice prospective applicants in any way, and such information will remain confidential.

The Kingston community promotes and supports the diversity that continues to grow within our communities. For more information about Kingston and/or the LDSB, including equitable recruitment, retention and promotion practices, please visit limestone.on.ca.

How to Apply

Interested applicants are asked to submit an application package that includes a **cover letter and resume** outlining how your qualifications, skills, and experience relate to the position, as well as **proof of qualifications.** Packages must be submitted by **4:00 p.m. on Monday, January 26, 2026 to ApplyToEducation** .

- **A cover letter detailing** why you would be the ideal candidate for a payroll clerk position
- **Resume which clearly outlines** your qualifications as well as types of skills and experiences you have had working in a payroll department
- **Proof of secondary/post-secondary diploma** uploaded on your Supporting Documents page within your ApplyToEducation account

Internationally trained professionals/applicants with equivalent international experience are encouraged and invited to apply.