

The **EASTERN TOWNSHIPS SCHOOL BOARD**
is seeking candidates for the following **full-time** position

OFFICE AGENT CLASS I
Human Resources - Payroll
28 hours per week (80%)

NATURE OF WORK

The principal and customary work of an employee in this class of employment consists in performing a variety of administrative duties of a complex nature according to established methods and procedures.

CHARACTERISTIC FUNCTIONS

The main responsibilities associated with this position are to assist the administrative technician in assuming responsibility for the control, maintenance and accuracy of the bi-weekly payroll; primarily entering timesheet information, verifying payroll productions, and responding to employee inquiries.

The employee's duties are related to verifying the hours worked, calculating basic or additional remuneration and deductions to be made on the basis of established regulations. He or she may be asked to keep an attendance record for personnel and he or she may perform various tasks in relation to the sick leave banks, holidays and social leaves. If required, he or she communicates with people within and outside the school board in order to clarify information.

The employee uses a computer and the various software required to perform his or her duties related to word processing, database entry, spreadsheets and in-house programs (Paie, Dofin, Excel and Access); he or she carries out research on the Internet; uses e-mail and may also carry out other accounting operations of a relatively complex nature. He or she may be required to help, on occasion, colleagues with the common software and programs used.

If need be, he or she performs any other related duty.

REQUIRED QUALIFICATIONS

Schooling and experience

Hold a Diploma of Vocational Studies (DVS) in a specialty appropriate for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority and have one (1) year of pertinent experience.

Other requirements:

- Have a basic knowledge of office automation

School Board requirements

- Bilingual
- Competent in the use of Microsoft Office (Word, Excel, Outlook)
- Excellent interpersonal and customer service skills
- Possess good accounting and mathematical skills and a general knowledge of basic payroll functions
- Strong organizational skills

The selection process for this position may include tests related to Excel, mathematical and accounting skills, as well as the general knowledge of the payroll function.

Supervisor: Director of Human resources
Schedule: 28 hours / week (8:30 – 4:30) schedule to be determined
Starting Date: As soon as possible
Salary: \$19.92 - \$22.74

Please send your application in writing by 2:00 p.m. on November 28, 2018 to:

Human Resources Department
hr@etsb.qc.ca

Eastern Townships School Board
340, Saint-Jean-Bosco Magog, QC J1X 1K9
FAX: 819-868-3821

Equal opportunity for all