



Jim McCuaig Education Centre
2135 Sills Street Thunder Bay ON P7E 5T2
Telephone (807) 625-5100 Fax (807) 625-9422

Payroll Administrator
Category G, 1.0 FTE, 12 Months Per Year
Location: Board Office
Hours: 8:30am to 4:30pm
Salary Range: \$57,500 – \$63,000

General Information:

Reporting to the Supervisor of Payroll the Payroll Administrator will be responsible for, but not limited to:

bi-weekly payroll processing for permanent and casual,
reconcile payroll documentation and balance changes,
prepare all payroll entries,

Committed to the success of every student

www.lakeheadschoools.ca

Lakehead District School Board

Required Documents:

Each candidate shall submit in the following order:

Cover letter

Resume of qualifications and experience

Copy of degree/professional certificates as required

Reference check consent form which MUST include **valid e-mail addresses and phone numbers** of a minimum of two (2) references. The reference check consent form can be found at the bottom of careers section of our website

<https://www.lakeheadschoools.ca/careers/>.