



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

Manager, Payroll and HRIS

Human Resources – Job # P1067

CLOSING DATE: NOON – SEPTEMBER 12, 2022

JOB SUMMARY:

The incumbent is responsible for human resource management systems, and implementing and maintaining the human resource time management and benefits module of the human resource applications ensuring these systems are innovative and align with the City’s payroll system. This position is also responsible for efficient administration of the City’s payroll system and the timely and accurate processing of city payrolls.

This position reports to the Director of Human Resources.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city’s reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and benefits package.

[City of Moncton Salary and Wage Scale](#)

EDUCATION:

- Post-secondary education from a community college or university in a related discipline.
- Must possess a CPA designation or the equivalent payroll experience.

EXPERIENCE:

- A minimum of five (5) years experience in a multi-faceted unionized organization in a human resources/payroll environment with at least three (3) years of supervisory experience in a payroll related environment.
- Experience leading change to improve the effectiveness of the organization and make recommendations on areas to improve. Knowledge of continuous improvement strategies, such as Lean Six Sigma, is an asset.
- Experience in employee benefits administration would be an asset.

LANGUAGE:

- Ability to communicate effectively in both languages is an asset.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge of payroll systems and processes.
- Demonstrated advanced knowledge of Enterprise Resource planning systems and time management applications or a similar HRMS is required.
- Theory and practical knowledge of Human Resources Management preferably in a unionized environment.
- Demonstrated knowledge of compensation and HR systems and benefits administration programs.
- The incumbent must have strong interpersonal skills, excellent presentation skills, and excellent negotiations skills.
- Strong analytical skills with a results-oriented style. Must have the ability to plan and organize effectively with minimal supervision.
- Must have the ability to work in a team environment.

CONTACT:

- Partnership and synergy with other human resource staff finance and IS staff and corporate departments and unionized employees is a key to the success of this position.

SUPERVISION:

- This position supervises the payroll administration group.

CONDITIONS OF WORK:

- The work requires a high degree of mental demands
- The incumbent will be dealing with information of a highly confidential nature.
- The working conditions for this position are as outlined in the City of Moncton policy manual for non-scheduled employees.
- The incumbent will occasionally be required to work long hours in order to meet scheduled deadlines.