

BUILD A CITY. BUILD A FUTURE.



Assistant Payroll Manager

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

Reporting to the Payroll Manager, the Assistant Payroll Manager will support the operational requirements of the Payroll department.

EMPLOYMENT STATUS

Exempt – Regular Full-Time

RESPONSIBILITIES

- Support and supervise payroll staff
- Assist with legislated and internal reporting requirements
- Analysis – financial and functional improvements, problem solving
- System improvements and testing
- Ensure bi-weekly payroll is paid accurately and on time
- Ensures legislated payment and reporting deadlines are met to avoid penalties
- Ensures Payroll applications produce accurate results. New configuration and rate changes are done with careful consideration, analysis and testing
- Participates in standardization of payroll practice and procedure
- Assists the Payroll **Manager** with annual requirements and special projects

QUALIFICATIONS

- Payroll Leadership Professional certificate with the National Payroll Institute
- An accounting designation/certificate/university degree; an equivalent combination of education and experience will be considered
- Minimum 5 years managerial experience with payroll, working in a complex, multi-union environment
- Strong analytical skills
- Sound decision making and problem solving skills
- Ability to motivate staff with collaborative leadership
- Detailed oriented and strong organization skills

Additional Info

- M2 - \$104,807 - \$123,302

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 5968.