



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Job Title: Regular Full-Time Supervisor, Payroll Services
Posting Number: 004974
Department: Corporate and Finance Services Department
Branch: Finance Services
Location: City Hall
Posting Start Date: 2024/08/12
Posting End Date: 2024/08/20 by 4:30pm
Employment Group: Exempt
Salary Grade: O- \$96,853 - \$113,944 per annum
Standard Weekly Hours of Work: 36.25
Shift Work Required: No

Job Description

The Supervisor, Payroll Services will report to and work closely with the Manager, Payroll Services. This position, in the performance of the responsibilities, will directly supervise and provide front line leadership to the Payroll team. This responsibility will include training of new or junior staff and troubleshooting issues. In the absence of the Manager, this position will be responsible for providing full scope back-up. In addition this position will coordinate the review of work, provide coaching to the team and work collaboratively with a wide range of internal and external stakeholders to identify process efficiencies and maximize productivity. The position will consider and maintain a focus on continuous improvements and opportunities within the Payroll area as well as assist with system and tax upgrades and updates as necessary.

Responsibilities:

- Oversee and coordinate the timely and accurate completion of payroll
- Provide leadership and training of new and existing Payroll staff
- Develop and deliver training to City staff on preparing and executing payments for payroll
- Provide training for PeopleSoft Self Services users and department administrators

- Maintain and update payroll records and master files in the HRIS PeopleSoft System while ensuring accuracy and completeness
- Oversee bi-weekly and monthly payroll within established deadlines
- Update, review and investigate absence entries and balances in the Absence Management module
- Balance and remit all benefit premiums for active and retired billings on a monthly basis
- Ensure general ledger is updated in a timely manner
- Assist Manager, Payroll Services with all year end reconciliations and TA processes, year-end filing of pension information and annual increases and retro processes
- Provide assistance to the department on related special projects
- Other duties as assigned

Requirements:

- Knowledge typically associated with the completion of a three (3) year Diploma in Business Administration, plus five (5) years' of recent experience with a computerized Payroll and Time Attendance system in a municipal environment, two (2) years' working in a supervisory capacity
- Payroll Compliance Professional (PCP) certification and Payroll Leadership Professional (PLP) is required
- Creative and innovative approach to reviewing business processes and service level standards to ensure efficient customer focused service delivery with a commitment to continuous improvement. LEAN training is considered an asset
- Advanced technical abilities using relevant software applications including MS Office, PeopleSoft Financial and PeopleSoft HR
- Ability to interpret and apply accounting principles, government regulations/legislation and company policies and procedures
- Interpret, analyze and synthesize financial data, provide relevant information to make decisions where appropriate or provide concise, logical and well-supported recommendations to stakeholders
- Advanced ability to comprehend numerical data, interpret meanings and identify corporate impact and related opportunities
- Ability to research and interpret information by using various sources (Municipal Act, City By-laws, other municipalities, etc.) to prepare meaningful reports, documents or responses to inquiries from various City departments, Council and external stakeholders
- Strong communication and interpersonal skills and is able to interact daily with a variety of City staff at different levels in the organization

This position is eligible for hybrid work.

Apply online at: <https://oshawa.jobs.net/en-CA/search>.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.