



Join the City of Medicine Hat as a Supervisor – Payroll Services

Permanent, Full time, On Site

We are seeking a detail-oriented and experienced Supervisor - Payroll Services to oversee full-cycle payroll processing and benefits administration. Reporting to the Manager - Total Rewards, this role ensures the timely and accurate execution of payroll cycles, compliance with relevant legislation, and effective management of payroll systems.

As a key leader in our payroll operations, the Supervisor - Payroll Services will handle complex payroll functions, including interpreting legislative changes, applying collective agreements, processing T4s, overseeing LAPP/SFPP contributions, conducting payroll reconciliations, and implementing process improvements. Additionally, this role will supervise, mentor, and manage the performance of the Payroll team, fostering a high-performing and collaborative environment.

This position requires a high level of confidentiality, professionalism, and a keen eye for detail. The ideal candidate will bring a continuous improvement mindset, strong problem-solving abilities, and expertise in payroll systems to ensure smooth payroll and benefits administration. If you thrive in a fast-paced environment and are passionate about driving efficiency in payroll processes, we encourage you to apply.

This position is an on-site position located in Medicine Hat, Alberta. Relocation Assistance is available for the successful candidate. We're a community-minded city with an entrepreneurial spirit and a vibrant industrial history. Medicine Hat is Canada's sunniest city; spring starts early, and

summer stretches out a little further, with an average of 330 days of sunshine per year. With a diverse range of cultural experiences, beautiful parks, and a sunny four-season climate, Medicine Hat is a place where you can truly feel at home. Explore the unique opportunities that make our city a great place to live, work, learn and play. [Move to Medicine Hat](#)

Your key responsibilities

- Manage full-cycle payroll processing, ensuring timely and accurate pay for employees.
- Ensure compliance with legislative requirements, collective agreements, and company policies.
- Process and verify payroll data, including salary adjustments, deductions, taxable benefits, and pension contributions.
- Interpret labor agreements, manage union remittances, and ensure adherence to union requirements.
- Oversee year-end payroll processing, including tax slip preparation (T4s), manual adjustments, and reconciliations.
- Conduct audits to maintain compliance with tax and employment regulations.
- Develop, review, and update payroll policies and procedures for efficiency and accuracy.
- Identify and implement process improvements to enhance payroll operations.
- Ensure accurate tracking and reconciliation of vacation entitlements, sick leave, and other paid time off.
- Work closely with Finance to reconcile payroll-related GL accounts and clear discrepancies.
- Perform payroll system audits to ensure compliance with regulations and company policies.
- Serve as a point of contact for payroll inquiries, providing guidance on payroll matters and technical issues.
- Oversee the payroll inbox, responding to inquiries and assigning tasks as needed.

- Ensure the accurate processing of ROEs, off-cycle payments, and government reports.
- Collaborate with internal and external stakeholders, including government agencies, payroll software vendors, and auditors.
- Provide guidance on benefits administration, including enrollments, changes, and terminations.
- Support employee leaves of absence, including benefits calculations and payroll adjustments.

What you bring

- Proven ability to lead, mentor, and develop payroll professionals.
- Strong knowledge of Alberta Employment Standards, federal and provincial tax laws, and labour regulations.
- Expertise in payroll, pensions, and benefits administration, including compliance with the Income Tax Act and accounting requirements.
- Experience working with collective agreements, compensation structures, and performance management.
- Advanced proficiency in payroll and HR systems, with a strong understanding of ERP systems and process improvements.
- Strong analytical and problem-solving skills, with the ability to make sound decisions using a systematic approach.
- Excellent time management, organization, and communication skills—both verbal and written.
- Advanced Excel skills and familiarity with HRIS systems to support payroll operations and reporting.
- Ability to coordinate and supervise employees, collaborate with cross-functional teams, and manage external consultants to support system enhancements and operational needs.

Qualifications

- Payroll Leadership Professional (PLP) designation in good standing; and/or equivalent CPA program.
- 5-7 years of deep transformational experience in payroll leadership.
- Chartered Professional Accountant (CPA) considered an asset.
- Certified Management Accountant (CMA) considered an asset.

Why join us?

- **Make a difference:** Contribute to the growth and development of our employees, fostering a culture of continuous learning and professional advancement.
- **Collaborative environment:** Work alongside passionate professionals dedicated to achieving excellence and driving positive change within the organization.
- **Career growth opportunities:** Access to ongoing training, development programs and advancement opportunities to support your professional growth and career aspirations.
- **Competitive benefits package:** Enjoy a comprehensive benefits package including competitive base salary, health, dental, retirement plans and more.
- **Competitive rate of pay:** Starting at \$104,440/year.
- **Relocation assistance available.**

#brightideas