

Job Title: Manager, Payroll Operations

File Number:	2704	Employee Group:	Mgmt Non Union
Service Area:	Finance Supports	Division:	Financial Services
Job Type:	Full-Time Temporary (up to 2 years)	# of Openings:	1

Summary of Duties:

Reporting to the Director, Financial Services or designate, responsible for managing the corporate payroll function including policy development, processing, on-going development and maintenance of payroll and related systems. Monitors corporate adherence to all applicable payroll legislation and collective agreements and financial accounting and reporting.

Work Performed:

- Manages employees to include recruiting, training, setting clear job expectations, addressing conduct issues and conducting performance appraisals; coaches employees for growth development.
- Liaises with and assesses the payroll needs of various Service Areas, Boards and Commissions. Organizes plans and prioritizes solutions for implementation including: automated enhancements, business process improvements or other solutions.
- Responsible for the timely completion and compliance with legislation applicable to the Corporation regarding payroll information including: records of employment, OMERS 119, T4s and T4As.
- All regulatory compliance for payroll source deductions in accordance with CRA legislation to include, CPP, EI, Income tax and employer health tax.
- Responsible for OMERS reconciliation and annual reporting for pension statements and monthly remittance of contributions on a timely basis to avoid financial penalties.
- Oversees the T4 reconciliation, reporting and compliance to include all pension adjustments and taxable benefits.
- Monitoring the setup of parking and automobile taxable benefits.
- Reporting of payroll liabilities for the Corporate Financial Information Return (FIR) and Public Sector Salary Reporting of employees earning in excess of \$100,000 per annum.
- Responsible for the effective operation of day-to-day activities of scheduling, time and attendance recording, timely and accurate payroll processing, payroll accounting, and management reporting.
- Directs and controls payroll systems and recommends system and control enhancements as necessary.
- Advises and assists the management and staff of all Civic Service Areas regarding payroll functions.
- Responsible for the development of specialized payroll and financial management reports to assist management in decision making including provision of information to Human Resources related to labour relations issues.
- Responsible for the initiation, implementation and review of procedures and operating systems for all payroll agencies.
- Responsible for the prioritization of requests for ITS resources for programming changes for development and maintenance of Corporate payroll and related systems and liaises with ITS regarding same.
- Responsible for the reconciliation and remittance of all payroll liabilities.
- Responsible for the coordination and monitoring of pay direct systems.
- Responsible for the development and monitoring of the budget for retiree benefits including administration of pre-authorized payment of benefits.

Skills and Abilities:

- Demonstrated leadership, organizational and interpersonal skills; operational planning skills; oral and written communication skills; and analytical and problem solving skills.
- Experience using JD Edwards and Kronos systems an asset.
- Proficient with MS Excel (pivot tables, v-lookups, data importing, reporting).

Qualifications:

- Four year university degree (Honours) in Economics, Commerce, Finance, or Business Administration.
- Certified Payroll Manager designation from the Canadian Payroll Association.
- Chartered Professional Accountant (CPA) designation.
- Five to seven years previous related experience in managerial capacity plus experience in systems development of automated payroll information systems.
- Successful experience supervising others.
- Experience in a large multi-union environment with a minimum of 1,000 employees.
- Ability to maintain a high degree of confidentiality.

Compensation & Other Information:

\$100,395 - \$131,441

This posting is for one (1) temporary full-time up to 2 years position.

Current hours of Work: Monday - Friday from 8:30 a.m. to 4:30 p.m.

Work Arrangement: Hybrid. Subject to change in accordance with business requirements.

These hours of work and work arrangements are subject to change in accordance with business requirements.

Police Record Check

The successful candidate will be required to complete a Criminal Record Check.