

JOB TYPE:

Permanent

DIVISION / DEPARTMENT:

Human Resources / Payroll

SALARY:

\$83,570.00 - \$104,463.00*

HOURS PER WEEK:

35

OPENINGS:

1

The duties and salary range of this position are currently under review.

The following description reflects the general details considered necessary to describe the principle functions of the position identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION SUMMARY:

The Payroll Supervisor is responsible for the accurate, timely, and legislatively compliant delivery of municipal payroll services for all employee groups, including Library Services. This role provides day-to-day supervision of payroll staff, ensures compliance with collective agreements and employment legislation, and acts as the subject matter expert for payroll operations. The Payroll Supervisor will also assist with OMER's pension and benefits administration and Additional Voluntary Contributions (AVC) program.

RESPONSIBLE TO:

Manager of Talent Acquisition and Compensation

SUPERVISES:

Payroll and HR Assistant

Payroll Analyst

RESPONSIBLE FOR:**Payroll Operations & Compliance**

- Oversee the preparation and end-to-end payroll process for unionized and non-union employees, including full-time, part-time, casual, seasonal, and library staff (approx. 1000+ staff), both salaried and hourly employees.
- Ensure payroll accuracy and compliance with applicable legislation, including the Employment Standards Act, Income Tax Act, CPP/EI, WSIB, and OMERS.
- Interpret and apply collective agreements, employment contracts, and municipal policies.
- Review payroll reconciliations, remittances, year-end processing (T4/T4A, pension reporting, pension adjustments), and audit requirements as well as the maintenance of related employment records.
- Resolve complex payroll issues, overpayments, retroactive pay adjustments, payroll deductions and escalated employee inquiries. This will also include statutory deductions, OMERS, union dues, property tax, garnishments, RRSP cheques, etc.
- Prepare and submit all required forms and reports for OMERS including enrolments, resignations, terminations, disability, status change forms, buy backs, monthly remittances, Additional Voluntary Contributions (AVC's) and year end reporting.

- Conduct regular and annual payroll/benefit audit; analyze variances; reconcile Payroll GL accounts; attendance records; audit Sun Life benefits; prepare reports for submission to outside agencies (such as Stats Canada) and supervisors as required.

Workday ERP Administration & Optimization

- Act as the primary payroll subject matter expert for Workday HCM and Payroll, including configuration, and business process frameworks.
- Lead payroll testing, validation, and implementation activities related to system updates, enhancements, and legislative changes.
- Develop Workday payroll reports and audit controls to support operational and strategic decision-making.
- Identify opportunities to streamline payroll processes through automation and system optimization.
- Process all employee changes including new hires, transfers, promotions, terminations, and retirements.

Supervision & Leadership

- Supervise, coach, and evaluate payroll staff, ensuring workload coverage, service standards, and continuous professional development.
- Establish and maintain documented payroll procedures, internal controls, and service level standards.
- Promote a culture of confidentiality, accountability, and customer service excellence.

Financial & Corporate Support

- Collaborate with Finance on payroll costing, reconciliations, budget support, and financial reporting.
- Support internal and external audits by providing payroll documentation, system access, and responses.
- Contribute to corporate initiatives related to ERP governance, digital transformation, and business continuity planning.
- Partner and liaise with Finance, ERP and IT to maintain data integrity across Workday modules (Time Tracking, Absence, Benefits, Compensation).

Perform other duties and responsibilities as assigned.

POSITION REQUIREMENTS:

- Minimum is a two (2) year college diploma In Business Administration, Accounting or a related field.
- Payroll Compliance Practitioner (PCP) certification.
- At least three (3) years of experience in all aspects of a computerized Payroll system.
- Demonstrated Workday or other related ERP platform experience.

CLOSING DATE (*closes at 11:59 pm on date noted below*):

February 13, 2026

HOW TO APPLY:

Please submit your application including a cover letter and resume via our Workday portal at www.niagarafalls.ca (under Careers/Employment Opportunities).

The City of Niagara Falls is dedicated to creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521 ext 4317. Personal information is collected under the authority of The Municipal Act and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Proud to be recognized as one of Hamilton-Niagara's Top Employers!