



Job Description

Position Title: Payroll Supervisor

Department: Human Resources

Reports To: Human Resources Manager

Purpose

Reporting to the Human Resources Manager, the Payroll Supervisor is responsible for overseeing the accurate and timely administration of all payroll activities and benefit and pension administration for County employees and Councilors in accordance with County policies and procedures and applicable legislation and regulations.

The Payroll Supervisor is responsible for a long-term payroll framework of continuous improvement, system and process enhancement initiatives and program risks. They will provide oversight and expertise relating to payroll financials and controls, to ensure the integrity of balances of payroll accounts, including reconciliations, government and other remittance, expenses, analytics as well as internal and external audit compliance and reviews.

Responsibilities

Payroll and Benefits and Pension Administration

- Leads the processing of full cycle payroll for all aspects of bi-weekly payroll for all employees, and monthly payroll for members of County Council, which includes review and balancing of all payroll related allocations.
- Holds superuser rights in the payroll system, granting access to the payroll system to authorized users
- Performs the year end close in the payroll system, updates annual benefit rates and tests tax table changes for accuracy and compliance
- Monitor and process regular payroll and employee transactions to meet payroll cut-off dates.
- Maintain and update operational policies, procedures and processes while identifying ways to improve efficiencies in payroll processing.

- Responds to inquiries from management and employees, and provides interpretation regarding collective agreement, legislation and HR policies as they apply to payroll, pension and benefits.
- Investigates and resolves pay related issues; identify and provide solutions for potential payroll problems and or/concerns. Continually strive for operational excellence, seeking ways to streamline processes, create operational efficiencies and foster a culture of continuous improvement, enhanced controls and data integrity.
- Lead the reconciliations of recurring payroll and benefit accounts and statements such as payroll bank and liability accounts, EHT and pension remittances, and employee benefits.
- Ensure payroll related remittances such as tax withholdings and benefits payments are done accurately and on a timely basis, provide audits and oversight as needed.
- Lead all year-end payroll activities, including pension adjustment calculations, submission or year-end adjustments, finalization and submission or all regulatory filing requirements.
- Ensure that accuracy and timelines are met as per Federal Legislation for ROE's and T4's and other Tax Forms.
- Responsible for overseeing accurate and efficient benefit administration with benefit providers, brokers and the HR department. Contribute to annual reviews including recommending effective strategies to provide cost effective outcomes.
- Provide administration oversight of the OMERS pension program.
- Respond to payroll, benefits and pension related inquiries in a timely manner.
- Be aware of changes, trends, innovations in the field of Payroll in general and how they will be implemented in the County's Payroll, Benefit or Pension functions.
- Coordinate the perpetration and maintenance of disbursements, reports and statistics for government agencies.
- Lead monthly payroll analysis and variance reporting.
- Lead internal and or/external payroll/benefit audits as required.

Team Management

- Supervise and mentor assigned staff, maximizing productivity and ensuring that department outcomes are achieved.

- Ensure that resources within the team are allocated appropriately to fulfill day to day operations and project work.
- Provide coaching and feedback, prepare performance appraisals, learning and development plans, and participate in screening and interviewing process when needed.
- Support knowledge transfer, cross training, engagement and retention within the team.
- Train new and existing team members to ensure consistent application of policies, procedures, and compliance with legislative and regulatory requirement.

Establishment and Monitoring of Internal Controls

- Establish appropriate controls to ensure compliance with payroll processes and legislative requirements are met, including developing payroll guidelines and procedures.
- Provide oversight on internal controls, ensuring payroll processes are up to date and communicating any changes to the team and other departments.
- Research discrepancies of payroll information and or/documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to policies, procedures prior to processing.
- Monitor assigned payroll activities to guarantee all required documentation is completed prior to payroll deadlines, ensuring compliance with established financial, legal and/or administrative requirements.
- Ensure payroll records are effectively managed. Maintain a wide variety of payroll information, files and records in written and electronic formats for the purpose of providing an up-to-date reference and audit trail for compliance.
- Ensures that scheduling and time and attendance systems used in client departments are in compliance with legislation, County policies and collective agreements

Working Conditions

Usual hours of work are based on a 35-hour week. Occasional overtime is required to cope with deadlines, peak periods and unexpected situations that arise.

Contacts

Internal Working Relationships

Establishes and maintains working relations with others in the Human Resources Department, all employees, Supervisors, Department Heads, Chief Administrative Officer and Councillors

External Working Relationships

Establishes and maintains regular contact with agencies such as OMERS, provincial ministries, unions, etc.

Knowledge and Skill

- Post-Secondary education in Business Administration – Accounting, Business Administration or Finance.
- Certified Payroll Manager (CPM), or equivalent experience required
- Certificate in either Benefits Administration or Human Resources Administration is an asset
- Minimum five (5) years payroll administration experience, including management/supervisory responsibilities.
- Experience using enterprise wide HRIS and payroll systems.
- Experience with Great Plains is an asset. Experience working in a similar sized organization or large organization preferred.
- Experience administering payroll in a multi-unionized environment is preferred.
- Strong knowledge of accounting principles and practices as they apply to payroll, accounting and pension functions, including reconciliations
- Knowledge of related acts and legislation such as the Employment Standards Act, OMERS regulations and federal payroll legislation
- A strong leader that proactively coaches and mentors team members on best practices and on performance while retaining a team of competent employees who will ensure both the payroll functions are running smoothly.
- Self-directed, detail oriented, optimistic professional with exceptional interpersonal, communication and presentation skills.
- Able to foster teamwork with co-workers by encouraging open communication and cooperation.
- Working knowledge of human resources policies, benefit coverage agreements and collective agreements as they relate to payroll and benefits
- Computer literacy and proficiency utilizing MS Office software applications

- Knowledge of general office procedures, including Records and Information Management filing systems
- Demonstrated organizational skills to meet strict and time sensitive deadlines
- Required to work independently and in conjunction with others
- Confidentiality, diplomacy and tact are key competencies
- Ability to be flexible in responding to changing deadlines and pressures, ability to work outside regular business hours as required

Impact of Error

Accounting errors could be corrected with time and duplication of effort. Errors related to employee benefits, pension and/or payroll could result in incorrect monies and/or entitlements for employees and Councilors. Personnel, payroll and benefits administration errors could result in financial loss and possible liability to the corporation.

Errors in judgment resulting from breaches of confidentiality in personnel/payroll issues could result in loss of trust in the County's HR system.