



PAYROLL MANAGER
Financial Services

Title

Payroll Manager – Financial Services

Scope of Responsibilities

The Payroll Manager is responsible for providing leadership and direction to the Payroll Supervisor and other payroll staff. They are responsible for analyzing and resolving operational issues within a confidential and deadline-driven environment. The Payroll Manager is also responsible for achieving a high standard of accuracy, efficiency and compliance in the provision of payroll services in accordance with all collective agreements and legislative requirements while ensuring adequate controls are developed and maintained to contribute to the fiscal management of Centre resources. The Payroll Manager develops, implements and manages the plan for the annual taxation reporting cycle and ensures reconciliations of the payroll general ledger accounts, payroll system details, third party remittances, Canada Revenue Agency reports and remittances, and other items as required. The Payroll Manager works within a team environment and reports directly to the Coordinator, Financial Services.

Competencies Required

The Payroll Manager shall have the following competencies:

- (a) The ability to manage and coach a team working in a complex financial and/or payroll environment to ensure accuracy, compliance and maximization of employee performance and effectiveness;
- (b) The ability to apply experience and knowledge in the operation of a complex, integrated financial and/or payroll system;
- (c) The ability to apply strong analytical and problem solving skills with an inquiring mindset;
- (d) The ability to apply knowledge and experience using current technology such as spreadsheets, database and word processing software, email and internet;
- (e) The ability to apply knowledge and experience in the interpretation and application of compliance legislation in a complex financial and/or payroll environment;
- (f) The ability to implement and manage change effectively, including communication;
- (g) Strong ability to set and manage priorities and make decisions accordingly;
- (h) Strong interpersonal skills and oral and written communication skills; A demonstrated commitment to strong client service to both internal and external stakeholders;
- (i) The ability to encourage and promote staff development through coaching, mentoring and technical and/or interpersonal skills training;
- (j) The ability to work effectively in a highly unionized environment governed by collective agreements;
- (k) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (l) The ability to work and communicate effectively within the department, with other departments and schools as well as outside agencies such as provincial departments, Canada Revenue Agency and benefits carriers;
- (m) The ability to promote and maintain confidentiality;
- (n) The desire and ability to engage in continuing education and professional development.

Qualifications

- (a) University degree in business, with a preferred major in accounting, and/or professional certification as a Certified Payroll Manager (CPM) from the Canadian Payroll Association, or equivalency as demonstrated through training and experience;
- (b) Minimum of five (5) years experience in a management/supervisory role with previous progressive experience in an accounting/payroll environment;
- (c) Experience in a large public sector corporate environment considered an asset.

Specific Job Components

The Payroll Manager shall perform those tasks assigned by the Coordinator, Financial Services. These tasks may vary, from time to time, with the evolution of the organization and may include but not be limited to the following:

- (a) Manage the overall payroll function, ensuring timely and accurate preparation of payrolls and ensuring appropriate reconciliations and reporting are completed regularly;
- (b) Oversee the activities of the Payroll Supervisor and provide support to the payroll team to ensure payroll services are delivered in a timely, efficient and compliant manner;
- (c) In conjunction with the Payroll Supervisor, ensure an appropriate level of direction, support, training, coaching and counselling is provided to payroll staff;
- (d) Ensure payroll processes and procedures are continuously updated and disseminated to payroll staff, including appropriate documentation;
- (e) Ensure effective security measures are in place and access is controlled to safeguard the payroll database and to protect the privacy of employees;
- (f) Facilitate on-going, constructive, open communication between Payroll and other divisions of the organization (e.g. Human Resources) and seek appropriate resolution to matters of mutual interest and shared responsibility;
- (g) Communicate relevant payroll information to employees, schools and departments;
- (h) Provide assistance to and work cooperatively with the Department of Education and Early Childhood Development, auditors, Canada Revenue Agency, Workers' Compensation Board, pension providers, the Department of Finance Payroll Services Group and IBM, and other agencies as required;
- (i) Assist with the annual Pension Report for non-teaching employees as required by the Pension Committee;
- (j) Assist in the preparation of the Annual Report of Salaries and Expenses;
- (k) Actively maintain current knowledge of payroll legislation and regulations, HRCE union contracts and general ledger classifications;
- (l) Participate in business continuity and operational planning activities, including goal and priority setting for the division;
- (m) Manage human and fiscal resources within the payroll division effectively and efficiently;
- (n) Facilitate performance management process with payroll employees as required;
- (o) Actively participate in committees responsible for developing and overseeing HR/Payroll processes and technical systems development within the Halifax Regional Centre for Education, and with other regional centres and the Departments of Education and Finance;
- (p) Coordinate the payroll division's participation in all systems development, technical upgrades and testing requirements;
- (q) Proactively cultivate and maintain strong working relationships within the Centre, with other regional centres, with service providers and with the Departments of Education and Finance;
- (r) Coordinate the significant effort required to ensure that all taxation year-end activities are completed within the established deadlines;
- (s) Lead discrete elements of the taxation year-end activities, including pension adjustment calculations, submission of year-end adjustments and finalization of t-slip amendments;
- (t) Other duties as required.