

INTERNAL AND EXTERNAL POSTING

POSTING: HEU Posting 016H23
STATUS: Temporary Full Time
CLASSIFICATION: (10216) Payroll Supervisor, PCN #325
DEPARTMENT: The Views
EFFECTIVE DATE: To be determined
END DATE: Return of Incumbent
HOURS: 75 Hours Bi-Weekly (1.0 FTE)
Days; Monday-Friday; 08:00-16:00; Hours;
Days Off; Weekends
SALARY: \$32.40 Per Hour

JOB SUMMARY:

Reporting to the Manager of Payroll & Scheduling Services, the payroll supervisor oversees the payroll function by performing a variety of administrative duties such as scheduling, coordinating and delegating work assignments, preparing performance appraisals, selecting, and orienting staff, implementing corrective action for performance issues. Carries out related payroll functions as required. This position is required to use a computer and a variety of software programs at an intermediate level.

DUTIES AND RESPONSIBILITIES:

- Supervises designated staff by performing supervisory functions such as hiring, scheduling, coordinating, and delegating work assignments including checking, verifying, reviewing, and adjusting assigned duties to ensure the preparation and distribution of payroll cheques, pay statements, payroll, and remittances are accurate and meet established timeframes.
- Prepares employee performance appraisals and evaluates assigned staff. Monitors performance by taking corrective action. Provides constructive feedback through formal and informal opportunities.
- Responds to enquiries concerning the pay office such as interpretation of payroll system, interpretation of pay office procedures, and interpretation of timekeeping procedures.
- Collaborates with the Manager to analyze the effectiveness and efficiency of the flow of payroll information and documents. Recommends changes as required. Tracks and analyzes workload and staffing information to ensure effective use of human resources and initiates improvements.
- Participates in processes to identify and implement technological solutions to improve pay office efficiency and accuracy.
- Carries out a variety of administrative functions such as participating in interdepartmental meetings in the Manager's absence, liaising with other departments on payroll-related matters, coordinating

transactions with outside agencies on behalf of the Department, and compiling statistical reports on departmental activities.

- Responds to payroll related enquiries from employees, timekeepers, managers, and outside agencies.
- Participates in testing of system changes such as manually calculating employees' pay cheques to ensure deductions such as CPP, Tax, EI, MPP, WCB, and LTD are being correctly calculated after software upgrades have been implemented.
- Verifies payments to Receiver General for Income Tax, CPP & EI and to the Pension Corp for MPP & PSP contributions; sends electronic payment files to bank for processing. Ensures that remittances to banks, unions, government agents and other outside agencies are prepared and remitted or transferred according to deadlines.
- Ensures the accuracy of manual cheques, retroactive, severance and termination payments by monitoring calculation procedures and implementing system or manual verification.
- Ensures payments from WCB are accurately posted for reporting on the employees' T4's and are reconciled to the general ledger account.
- Coordinates the distribution of T4, T4A, and Pension Corporation adjustment statements within the specified time frames.
- Processes pre-authorized payments through the bank debit system, extracts verification reports, and follows up on NSF or errors. Uploads corrected debit information into payroll prepaid benefit file and reviews exception reports.
- Performs other related duties as assigned.

QUALIFICATIONS:

Education Training & Experience:

Grade 12. CPA certification, with a minimum of 5 years payroll experience with increasing levels of administrative and operational responsibilities and accountabilities. Minimum of 2 years post-secondary education with a diploma in business administration, accounting, or an equivalent combination of education and experience.

Skills and Abilities:

- Ability to supervise
- Ability to organize work
- Ability to communicate both verbally and in writing
- Ability to operate related equipment
- Physical ability to carry out the duties of the position
- Ability to deal effectively with others

This posting will remain open until successfully filled. All internal applicants received by 08:30 am March 9, 2023, will be given first consideration. Please apply via email to the Department of Human Resource Services using Application for Internal or External Vacancy Form.

Applications and resumes may be submitted through hr@providenceliving.ca

Thank you. Human Resource Services

DATE: March 2, 2023