

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: **Manager of Payroll**

REPORTS TO: **Directly: Superintendent of Human Resources**
Indirectly:

Purpose:

The Manager of Payroll is responsible for multiple financial activities relating to the division's payroll functions. This includes compensation, benefits, pension administration and any associated programs. This will also include overseeing journal entry preparation, reconciliations, and various other accounting functions.

Required Education, Knowledge, Qualifications and Experience:

- Completion of post secondary courses in accounting or financial management from a recognized educational institution and/or Completion of Level II of the Canadian Payroll Association Course
- A University degree in HR, Business Administration or Accounting would be an asset
- 3 - 5 years direct experience as a payroll professional in an organization with 200 or more employees would be a definite asset
- Experience with relevant legislation governing payroll and related employee deductions (e.g. Labour Standards Act, The Education Act, Human Rights Legislation, Trade Union Act, OH&S Act and Regulations and The WCB Act)
- Experience administering employee payroll, benefits, pensions, insurance, leave of absence and overtime.
- Demonstrated knowledge of computerized payroll systems
- Knowledge of automated software applications and HR systems
- Proficiency in the operation of computers, word processing and spreadsheet applications and additional software comparable to those currently used in the school division.
- Knowledge of the Education Industry is an asset

Required Skills and Abilities:

- Strong problem solving skills required to calculate complex adjustments to payroll.
- Effective communication (including superb writing, content development skills, strong presentation, oratory and verbal skills) with individuals at all levels of the organization
- Demonstrated ability to be self-directed, task and goal oriented.
- Demonstrated ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Ability to prioritize multiple demands with time management and project management skills
- Ability to perform meticulous and accurate data entry and calculation tasks.
- Ability to work independently with minimal supervision.
- Ability to lead a team as well as work as a team player.
- Ability to maintain strict confidentiality with respect to payroll data and personnel files.
- Flexibility of scheduling of hours will be required

Supervision of Staff:

This position will be responsible for directly supervising all Payroll Technicians within NESD

Duties and Responsibilities:

Without restricting the generality of the general description above, the Manager of Payroll shall perform such duties and responsibilities as may be assigned included but not restricted to the following:

- Responsible for the general overall maintenance of the computerized payroll system such as setting up new earnings and deduction codes and updating benefit rates and tax tables. Interprets procedure and reference manuals and instructs Payroll support staff in the correct and orderly operating procedures to be followed in generating salary and reimbursement payments
- Ensure accurate and timely delivery of pay, pay records, year end, WCB reports and T slips.
- Supervise hiring of staff; determine workload; delegate assignments; monitor and evaluate employee performance; initiate any corrective or disciplinary action in the Payroll area.
- In conjunction with the Superintendent of Human Resources and Superintendent of Business Administration, assists in the development of the philosophy, strategy and policy with respect to the total compensation package consistent with the organization's goals.
- In conjunction with the Superintendent of Human Resources, evaluates the total compensation strategy to ensure it is consistent with the objectives of attracting, motivating and retaining the qualified people.
- Prepare specialty payments, such as subplan payments and severance pay packages as approved by the Superintendent of Human Resources.
- Prepare cheque requests for prompt payment of benefit premiums and pension contributions
- Assists in monitoring the competitiveness of the total compensation strategy on an ongoing basis
- Review documentation for classification of teachers and support staff to assist the Superintendent of Human Resources with the appropriate placement on salary grids.
- Performs a cost-benefit analysis of organizational and employee needs and preferences relative to benefit plans, including taxation considerations and funding requirements
- Develops specifications to ensure the effectiveness of benefit programs by providing information, ensuring accessibility of the program, and by minimizing the cost of the program
- Develop specifications for the acquisition or redesign of benefit or pension plans, and their administration as required
- Manages the transition to new benefits and pension plans, including communications, employee counseling, training, and discarding redundant practices
- Administering the reporting, funding, and fiduciary aspects of the total payroll, the benefits and pension plans
- Ensure that all relevant policies, procedures, practices, processes, and systems meet and comply with applicable taxation and labour legislation.
- Assesses requests for payroll information in light of freedom of information legislation, evidentiary privileges and contractual or other requirements
- Reviews existing and forthcoming legislation to determine the payroll impact on the organization as well as make recommendations to ensure compliance
- Facilitate workgroups, teams, and meetings within a positive environment
- Conduct oneself in a manner appropriate to an educational institution
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study
- Perform other duties as may be required or assigned by the Supervisor of Financial Services

Judgment, Independence and Client Contact:

Confidentiality:

At no time should the Manager of Payroll discuss in public information pertaining to anyone in the school division. The Manager of Payroll is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence:

The Manager of Payroll is expected to work independently as an organizational leader as well as a team member of the assigned Department, the schools and the division office as required.

Client/Peer Contact

This employee works collegially with school staff, school-based administration and other division based staff. Contact with other employees and outside agencies is regular and frequent.

Responsibility for Quality of Assigned Work:

The employee is under supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

Salary Grid:

The salary grid for the Manager of Payroll is tied to the following grid(s):

Managers Salary Grid Range 1 (minimum)

Managers Salary Grid Range 2 (diploma)

Managers Salary Grid Range 3 (University Degree - related)

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	Nov 2012
Reviewed:	