

POSTING



MANAGER, PAYROLL AND BENEFITS

Permanent Full Time (35 hours per week)

Payroll

Reporting directly to the Deputy Executive Director, People & Culture, the Manager, Payroll and Benefits will be a key strategic business partner and member of our operational teams. This position requires an individual with a high level of professionalism and confidentiality, and an ability to contribute to a positive culture based on mutual trust and respect while delivering results.

As an integral part of the Options Community Services team, you will take ownership and evolve our People Services, embracing change to business processes, technology and a culture of a solutions oriented environment. As key member of the team, you will join other professionals as we implement new technologies including a new payroll, HRIS and time and attendance system.

Your professionalism and payroll leadership experience will ensure timely payroll process and accurate processing of all payroll related activities. You will perform various functions relating to the processing of union and nonunion payroll including month end accruals, payment of remittances and reconciliation of general ledger accounts. In this role, you will also provide administrative support for salaried benefit plans including the Municipal Pension Plan. Your keen project management skills will support and co-lead our payroll and HRIS (ADP) system implementation and ensure internal controls, business process mapping and documentation are developed and maintained.

Exercising considerable judgment, integrity and discretion, you will continuously evaluate our business processes and work to implement improvements to internal controls, business process mapping and documentation. You bring payroll expertise in identifying and evaluating opportunities to improve systems and processes, reduce costs, mitigate risks and increase efficiencies.

Your payroll expertise and leadership skills will provide coaching, mentoring and effective communication skills to inspire excellence in those around you.

KEY DUTIES AND RESPONSIBILITIES

- Ensures compliance with all related provincial legislation, organizational policies and the collective agreement as they relate to administration of payroll.
- Provides information and payroll-related data and reports required for corporate decision-making.
- Responds to inquiries from employees regarding payroll.
- Validates the system calculation of earnings and deductions to ensure compliance with Canada Revenue Agency, provincial legislation, collective agreement(s), WorkSafeBC and benefit programs; Reviews all reconciliations of the payroll general ledger accounts.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 08/10/2020

OCS Posting #:A21604

- Ensures accurate administration, including remittance and reporting of all payroll-related deductions including tax, CPP, EI, WCB, EHT, union and garnishments family support payments.
- Provide subject matter expertise relative to pension programs to ensure employees understand how to navigate their pension coverage through various life events. Explain pension plan criteria, eligibilities, and options, related policies, procedures. Provide education, guidance and support to new hires and provide assistance in the completion of necessary forms and/or utilization of on-line tools/applications. Maintain related communication materials including pension booklets, website, newsletters, etc.
- Works closely with Human Resources team to coordinate the receipt of information, clarify changes, provide further details, reconcile discrepancies, etc.
- Provides information and payroll-related data and reports required for corporate decision-making.
- Provides leadership, coaching, development, performance management, technical guidance and advice to payroll department team members.
- Provides input into department goals and objectives.
- Leads and/or participates in department projects and key initiatives to ensure quality and timely completion within budget.

QUALIFICATIONS

Education, Training, and Experience

- Relevant post-secondary degree (accounting, business administration, or related field), Payroll Manager or Professional certification (CPM/PCP).
- Minimum 5-7 years of payroll experience with minimum 2 years of supervisory experience.
- Working knowledge of ADP payroll systems, system implementation and payroll technologies.
- Excellent knowledge of Microsoft Excel (i.e. Pivot tables).

Job Skills and Abilities:

- Excellent verbal and communication skills.
- Familiar with interpreting and complying with union contracts.
- Understands employee payroll issues, possesses strong problem-solving skills, and communicates solutions effectively, professionally, and respectfully.
- Detail-oriented, analytical, flexible, and able to adjust to changing work demands.
- Ability to ensure legal and regulatory compliance.
- Ability to handle sensitive and confidential information appropriately.
- Strong customer-service skills.

In return for your outstanding expertise, Options Community Services offers:

- A competitive base salary with Group Health Benefits and Municipal Pension plan eligibility;
- Professional development and continuous learning opportunities;
- An amazing team of professionals to perform amazing work.

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE:

Resumes will be reviewed starting August 17, 2020 but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO:

Lisa Bernardin, HR Generalist
Options Community Services Society

Email: recruitment@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21604] and outlining your qualifications and related experience for the position.