



Career Opportunity

PASS 141 – PAYROLL SUPERVISOR

Internal and External

The Hamilton-Wentworth Catholic District School Board

Believing, Achieving, Serving

Since 1855, schools within the Hamilton-Wentworth Catholic District School Board have given witness to the truth that Jesus Christ is the foundation and the heart of Catholic Education and the centre of its community. The Hamilton-Wentworth Catholic District School Board provides academic and co-curricular excellence within a Christ centred learning environment to 28,000 JK – Grade 12 students at 56 schools throughout the city of Hamilton. Central to our vibrant and student focused system, is our vision of the child as uniquely created in the image of God. This commitment is expressed and realized in our Mission which is:

“In union with our Bishop, is to enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model.”

The Hamilton-Wentworth Catholic District School Board is committed to creating an appropriate and challenging learning environment:

- in which members of the school community exemplify the teachings of Jesus Christ;
 - which reflects Gospel values and responsible use of human, financial and natural resources; and, which promotes academic and co-curricular excellence.
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Date of Appointment:

As soon as possible

Reporting to:

- Manager of Human Resources

Description:

The Payroll Supervisor will lead the payroll area of the Human Resource Department to ensure timely and accurate pay for the employees of the Hamilton Wentworth Catholic District School Board. This role functions as the key subject matter expert for all payroll related activities advising the board on legislative requirements, best practices and financial implications within the payroll environment. This position manages these activities in a high volume/pressure environment with multiple, time sensitive deadlines.

Key Responsibilities:

- Manage the day to day operation and supervision of 4 payroll administrators including scheduling, assigning and reviewing of work.
- Manage staff workload related to the scheduling and execution of payroll runs and interfaces, production of payroll reports, approval of payroll production changes, system testing, and maintenance of payroll tables, security and data retention.
- Ensure payroll is administered in accordance with the central and local collective agreements and contractual and statutory requirements. Ensuring board's policies and business processes related to the payment of employee compensation and associated benefits are consistently and efficiently developed, maintained and applied.
- Works closely with Human Resources to coordinate the receipt of information, clarify changes provide further details, reconcile discrepancies.
- Ensuring employee pension information remains accurate and current. Resolving Teachers' inquiries and issues responsible for reconciliation of employee's records.
- Plans and oversees the year-end processes including T4/T4A processes, annual filings and reconciliations, GL account and payroll reconciliations, pension plan data updates, pension adjustments,
- Lead role in developing and producing reports in Microsoft Access to support the payroll department, finance, human resources, all unions and various departments within the board and outside organizations.
- Provides leadership, coaching, development performance management, technical guidance and advice to payroll department staff.
- Liaise with the HRIS provider for system upgrades; new features; and system maintenance and/or problem resolution.
- Assist in audit operations and implement audit recommendations.

Qualifications:

- Successfully completed a postsecondary education in a relevant field of study that may include, but is not limited to business, accounting, and human resources
- Completion of Certified Payroll Manager (CPM) designation would be preferred
- Five years of experience in a compensation role in a fast past high volume environment
- 3+ years of supervisory or management experience
- Strong coaching skills with the ability to lead a team
- Knowledge of accounting as related to payroll and pension,
- Demonstrated knowledge, with the ability to interpret, government regulations and legislation (provincial and federal) pertaining to payroll.
- Excellent Communication skills
- Excellent organization, time management and multi-tasking skills
- Experience with a computerized HRIS system
- Strong analytical, problem solving and critical thinking skills
- Demonstrated knowledge of MS Office applications including a high level of competence in Excel and Access and the ability to create high-level reports

Location:

Father Kennedy Catholic Education Centre – 90 Mulberry Street, Hamilton

Salary:

Professional Administration Support Staff – Job Grade I

(\$65,290.00 - \$81,612.00)

Last date for consideration: Friday, February 9, 2018 at 4:00 p.m.

The Hamilton-Wentworth Catholic District School Board is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If you are contacted regarding an employment opportunity, please advise Human Resources (or the hiring manager) if you require an accommodation.

Applicants shall submit a resume/CV that outlines skills, abilities, qualifications, course documentation, letter of application, and letters of recommendation from immediate supervisor and/or past supervisor. Submit your resume/CV and other required documentation to careers@hwcdsb.ca. Please include the full posting title within the subject line and attach your submission.