

JOB DESCRIPTION
MANAGEMENT EXCLUSION

1. Position No. 32054	2. Descriptive Working Title MANAGER, PAYROLL & BENEFITS		3. Present Classification Excluded Management
4. Branch HUMAN RESOURCES	5. Department PAYROLL	6. Work Location Telework Eligible	Date December 2007 Revised Oct 2019, Mar 2022
7. Position No. of Supervisor 53019	8. Descriptive Work Title of Supervisor VICE PRESIDENT, HUMAN RESOURCES		9. Classification of Supervisor Executive

POSITION SUMMARY

Reporting to the Vice President Human Resources, the Manager Payroll & Benefits is responsible for managing the Commission's payroll, leave and benefits functions and for ensuring the effective functioning of the HR/Payroll information system in meeting operational and reporting requirements. He/she/they develops policies, procedures, systems and controls for payroll, leave and benefit administration, manages the production of the payroll in-house, designs benefits plans to enhance employee attraction and retention, and provides advice to management and staff on complex payroll, leave and benefit matters. The position participates in the development of the HR Service delivery model to enhance client experience, support self-service and manager decisions and works in tandem with the Employee Engagement and Compensation team on the total compensation strategy. The position works closely with HR staff in resolving payroll, leave, and benefit issues of a confidential nature and provides recommendations for matters that should be addressed through labour negotiations. The Manager ensures the updating and maintenance of system, provides recommendations for enhancements to the system, and coordinates the testing and implementation of system changes. The incumbent manages the generation of reports for use in assessing various HR and labour relations issues and develops scenarios and data manipulations to identify and analyze trends and possible bargaining positions. The position completes calendar and fiscal year-end payroll adjustments, reconciles general ledger accounts and produces T4s. The Manager develops and delivers training programs to Commission staff relating to payroll, leave, and benefits administration and provides training and technical support to users. The Manager is also responsible for the preparation of salary budget documents, monitoring the approved budget and generating budget reports.

MAJOR RESPONSIBILITIES

1. Manages payroll, leave and benefit functions for the Commission. Establishes, maintains and updates procedures, controls and tracking systems in accordance with pertinent legislation, Commission policy, collective agreement provisions and corporate requirements and monitors application to ensure compliance
2. Provides final sign-off on payroll payment authority, manages the preparation and production of the payroll in-house and resolves the more complex payroll matters. Works with external stakeholders (e.g., auditors, consultants, Canada Revenue Agency etc.) as required. Participates in audits and acts as primary contact when necessary, design and implement internal controls to meet audit requirements, and works with HR Systems to design and obtain audit reports to support payroll function.
3. Designs inclusive benefit programs as part of the organization's total compensation program. Ensures the benefits program meets employee needs and complies with legal requirements. Prepares benefits budgets and cost analysis information for approval. Establishes and maintains position working relationships with benefits vendors and manages vendor payments as required.

4. Oversees the Benefits enrollment and re-enrollment process by planning the timeline, validating test files, developing training documents, ensuring benefits communications material is accurate and understandable for employees and loading selection file into the system.
5. Works closely with Human Resources staff in identifying and resolving issues of a confidential nature pertaining to payroll, leave and benefits administration, and provides recommendations for matters that need to be addressed in labour negotiations. Plans and manages activities relating to implementation of general salary increases and new collective agreement provisions. Manages the administration of leave and benefits in accordance with collective agreements provisions, Terms and Conditions of Employment and Commission policies
6. Supports the development and implementation of the HR Service delivery model to augment efficient delivery of services and client experience. Works in tandem with the Employee Engagement and Compensation team on the total compensation strategy.
7. Ensures completion of records of employment, employer health tax, pension reporting, termination notices and other such requirements; approves statutory deductions remittances, and researches and resolves discrepancies between central agency accounts (such as Revenue Canada and WCB) and Commission records
8. Prepares schedule for year-end activities, completes calendar and fiscal year end adjustments, reconciles payroll and payroll liability general ledger accounts, and prepares balancing journal entries; produces T4's, ensures payroll system is set up for the new year and verifies outstanding balances and new leave entitlements granted and prepares earnings reports for Financial Information Act (FIA) reporting and prepares Pension Segment Report for Pension Corp
9. Develops and delivers training programs relating to payroll, leave and benefits administration for Commission staff
10. Remains up-to-date and knowledgeable of payroll statutes and laws, collective agreement provisions and terms and conditions for management and excluded support staff
11. Manages the effective functioning of the HR/Payroll system; maintains the integrity, availability and performance of the system, administers processes and procedures, provides technical support to users, and undertakes activities relating to system and database maintenance and administration, security management, and installation of new software releases and patches; liaises with Information Technology in the resolution of issues
12. Manages the generation of reports from the system for use in assessing various personnel and labour relations issues and for contract negotiation purposes; develops complicated scenarios and data manipulations to identify and analyze trends, compensation issues, salary/benefits costs, and possible bargaining proposal positions; creates and maintains data views, oversees the development of complex standard reports and provides ad-hoc reporting tool training and support for users
13. Identifies business requirements and opportunities for system and procedural improvements, acts as senior level liaison with Information Technology in defining requirements for new and enhanced applications, and manages implementation, testing and acceptance. Develops and maintains the systems user manual and trains staff in the use of the system
14. Prepares salary budget forecasting documents for discussion with the Vice President, assembles budget submission for review by Finance and the Executive, monitors approved budget and identifies variances, updates system and generates budget reports

15. Supervises the work of staff in accomplishing the business activities of the program area. Creates a supportive and progressive environment, coaches, trains and ensures staff are provided with information necessary to perform their assigned duties. Completes performance evaluations, addresses performance issues, and takes disciplinary action, which may include suspension and the recommendation for termination. Plays a key role in recruitment activities, including hiring, promotion and demotion decisions, and recommends compensation activities of staff. Resolves grievances up to the second stage of the process. May contribute and participate on the negotiating committee as a management representative. Manages resources required to fulfill operational requirements, develops staffing plan, and recommends staffing levels to accomplish goals.
16. Performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations and participating in task force, project teams and committee work.

ORGANIZATION

The Manager, Payroll and Benefits reports to the Vice President Human Resources.

The position supervises a team of excluded staff.

QUALIFICATIONS

Education, Experience and Occupational Certification

Bachelor's degree in HR Administration, Business Administration or other relevant field

Canadian Payroll Association Certified Payroll Manager (CPM) certification required.

Extensive experience in payroll and benefits management overseeing computerized payroll, leave and benefits administration functions for a unionized organization.

Or an equivalent combination of education, training, and experience acceptable to the Employer.

Knowledge, Skills and Abilities

Considerable knowledge and understanding of the policies, practices and procedures, collective agreement provisions, terms and conditions of employment and government regulations pertaining to the administration of payroll, benefits and leave management

Considerable knowledge and understanding of HR, Payroll, Benefits and information systems, their applications, operations and support requirements

Ability to learn and understand the Commission's organization structure, its programs and operating practices

Ability to reconcile accounts and apply accounting knowledge

Ability to manage payroll/leave/benefits administration functions and ensure the effective functioning of the HR/Payroll information system in serving the needs of the organization

Ability to interpret and apply complex collective agreement provisions and Terms and Conditions of Employment respecting pay, leave and benefits issues

Ability to identify and analyze issues and utilize judgment in resolving problems

Ability to deal with difficult situations and individuals using tact and diplomacy

Ability to balance multiple priorities, work to deadlines, and work well with others in accomplishing objectives

Ability to lead, coach and motivate staff in a team environment.

Strong organizational, analytical, problem solving and time management skills

Effective leadership, supervisory, communication, interpersonal and conflict resolution skills