

**Manager, Payroll & Systems****Position Summary**

Reporting to the Vice President of Human Resources and Organizational Development, the Manager of Payroll & Systems is responsible for overseeing and directing the payroll and time entry functions and processes for the College. This position is also responsible for managing the Payroll and Human Resources functions of the Enterprise Resource Planning (ERP) system. Collaborating closely with HR team members, finance, and various departments, the Manager, Payroll & Systems will ensure accurate, effective, and efficient payroll processing for all employees.

The Manager, Payroll & Systems participates in the senior management decision-making process and provides leadership in fostering a climate that is focused on meeting the needs of learners, staff, employers, and communities. This position is responsible for overall supervision and management of all employees in the Payroll department. This position will implement and contribute to ongoing initiatives to improve processes and implement best practices that support our strategic direction, operations, and organizational priorities.

The Manager, Payroll & Systems performs complex and specialized functions requiring considerable independent judgment in decisions that may influence all parts of the College.

<b>LEVEL</b>	4 OOS
<b>LOCATION</b>	Weyburn

**SCOPE OF WORK**

Division:	Human Resources & Organizational Development
Function:	Out of Scope Management
Supervisor:	VP, Human Resources & Organizational Development
Direct Reports:	Payroll Clerk
Budget Responsibility:	N/A

**Key Accountabilities**

The Manager, Payroll & Systems will:

**Management & Leadership**

1. Provides leadership for researching, recommending, implementing, and evaluating Payroll and ERP operating strategies. Establish short- and long-term departmental goals, objectives, policies, and operating procedures.
2. Responsible for the efficient operation of the payroll department including the design, establishment, and maintenance of an organizational structure and staffing to effectively accomplish the department's goals and objectives.
3. Responsible for verifying payroll input to ensure that staff compensation is according to the collective agreement, employment terms, terms and conditions of benefit plans, and applicable legislated requirements.
4. Identify opportunities and lead projects designed to drive operation performance, deliver business

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initiatives and accommodate growth while maintaining efficiency and effectiveness.

5. Provide supervision and leadership of employees including performance evaluation, time record approvals and ongoing direction.
6. Participate in senior management decision-making process whereby decisions will require creativity and some independent judgment. These decisions are made in order to resolve, adapt, develop solutions and recommend changes and/or to introduce new procedures and practices.
7. Work collaboratively across teams to ensure there is a sound understanding of ERP Payroll and HRIS system requirements and functionalities.
8. Routinely evaluating effectiveness of the orientation process, ensuring cohesion between human resource, payroll, and benefits communications.

**Planning & Reporting**

9. Prepare and develop reports as required to effectively analyze Payroll policy, procedures and programs.
10. Provide support in the preparation of reports such as the Annual Report, the Business Plan, Quarterly Reports, monthly board reports, and other ad hoc reports as required.
11. Ensure that timely reports are available to the VP, Executive Team, government departments, and other agencies and organizations as required.
12. Provides support to the VP for collective bargaining and negotiations in terms of data compilation and analysis.
13. Provides support to the VP for through analysis of costs associated with benefits, absenteeism, turnover, etc. and recommends changes or modifications to policies.
14. Ensures payroll, remittances, T4's, ROE's, WCB Employer's Payroll Statement, Annual Pension Information Return, and other reporting requirements are processed accurately, on time and in compliance with legislation.
15. Coordinate and / or provide educational workshops as required to staff on various Payroll related policies, procedures and programs.

**Payroll & Systems Management**

16. Manage overall payroll operations and ensure accurate and timely process of payroll and time for all employees.
17. Oversee and manage Payroll, Time & Attendance, and Personnel aspects of the ERP Payroll & HRIS system, including configuration and maintenance of system.
18. Oversee administration of the College employee benefits package and pension plans.
19. Develop, maintain and/or recommend payroll policies and procedures, ensuring compliance with collective agreement, related policies, and other applicable legislation.
20. Collaborate with cross-functional teams, including HR, Finance, and IT to ensure seamless integration of payroll processes with other business functions.
21. Facilitate investigation of data discrepancies / errors and resolve in a timely manner.
22. Maintain up-to-date knowledge and understanding of Canadian Payroll legislation and ensure compliance with all statutory requirements.
23. Manage sensitive employee information, ensuring confidentiality and integrity of data. Ensure proper maintenance of general correspondence and payroll records in compliance with Record Retention parameters.

## JOB DESCRIPTION

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- 24. Provide guidance and support to employees and managers regarding payroll-related inquiries, issues, and policies.
- 25. Collaborate with external auditors during payroll audits and ensure compliance with audit requirements.
- 26. Seek opportunities to improve/enhance payroll and time processes, provide insights and recommendations.

#### Supervision

- 27. Responsible for the management and direct supervision of the Payroll department employees.
- 28. Responsible for identifying priorities, assigning workloads, and reviewing operations to identify and areas of improvement.
- 29. This position will have direct line authority, and as such, will be responsible for applying the Collective Bargaining Agreement, and will have the authority to hire, discipline and discharge, and respond to grievances as required.
- 30. Ensure that performance standards and expectations are clearly defined and maintained to ensure quality education.
- 31. Coach, mentor, and develop payroll team members, fostering a collaborative, efficient and high-performing work environment.

#### Additional Duties

- 32. Other duties as assigned.

It is noted that the duties and responsibilities outlined are representative, but **not all-inclusive and are subject to change.**

## REQUIRED SKILLS & COMPETENCIES

**Communication** Demonstrates an ability to communicate effectively in a wide variety of situations including face-to-face, over the phone and in writing.

**Intellectual Curiosity** Creates systems or processes for gathering and analyzing various kinds of information. Seeks input from unusual sources or others who would not normally be involved to establish a network or seek out additional or broader information.

**Judgment & Decision-Making** Shapes decision-making through consideration of multiple underlying issues. Makes a systematic effort to understand the readily apparent and the subtle complexities involved in exercising judgment

**Leadership** Inspires a clear and compelling vision of the future that generates excitement, enthusiasm, and commitment. Speaks to the needs and aspirations of others to engage their passions and potential. Effectively shifts leadership style to transform the organization

**Planning and Goal Setting** Regularly reviews own priorities and plans and those of direct reports, adjusting goals as those of the department and organization change.

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**Relationship Building** Demonstrates an understanding, open, and positive attitude toward others, nurturing and valuing respect in the workplace, collaboration, and positive relationships with others in the work unit and across the organization.

**Results Oriented** Consistently demonstrates a focus on achieving results despite obstacles and challenges by being concerned with the quality of work and achieving or surpassing excellence standards.

**Strategic Thinking** Demonstrated ability in assessment, planning and execution functions, determining the most effective means of achieving a goal.

**REQUIRED QUALIFICATIONS AND EXPERIENCE**

The ideal candidate possess:

**Education & Experience**

- ✓ The minimum educational qualification for this position is a bachelor's degree in business administration or commerce or related education combined with recent and relevant experience. This education and experience would provide knowledge of Canadian payroll processes, systems, and statutory requirements, as well as data analysis, reporting, and business management processes.
- ✓ The minimum amount of practical, related experience required to perform the duties of this position is five years of related managerial experience in a business environment.
- ✓ Certified Payroll Manager or Payroll Compliance Practitioner designation from the National Payroll Institute is preferred.

**Knowledge, Skills & Abilities**

- ✓ Understanding of payroll management, including knowledge and application of federal and provincial legislation.
- ✓ Demonstrated experience with ERP Payroll & Human Resource Information Systems and system optimization (eg. ADP, Sage, SAP, Dayforce, etc.).
- ✓ Advanced proficiency in Microsoft Excel for data analysis and reporting.
- ✓ Strong understanding of internal controls and payroll best practices.
- ✓ Demonstrated ability to provide strong leadership in taking initiative to advance major developments, projects, and/or new areas of growth.
- ✓ Experience leading and managing employees with diverse portfolios in a unionized environment.
- ✓ Strong leadership and team development skills demonstrating integrity and professionalism, with an ability to mentor and develop staff.
- ✓ Robust systems experience with ability to learn and adapt to new processes and technologies.
- ✓ Highly developed level of integrity and discretion with ability to use tact and diplomacy in difficult situations and to maintain confidentiality of personal information.
- ✓ Demonstrated skills in negotiating, collaborative problem solving, budgeting, analysis, leadership, and general management skills.
- ✓ Demonstrated interpersonal skills, with the ability to interact effectively with employees at all levels of the organization, as well as external stakeholders.

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- ✓ Demonstrated experience in working with people from equity groups in a cross-cultural setting.
- ✓ Exceptional organizational and time management skills, with the ability to manage multiple priorities and meet deadlines.
- ✓ Strong analytical skills with keen eye for detail and accuracy.
- ✓ Demonstrated ability to adapt to changing circumstances and seek new opportunities.
- ✓ Demonstrated ability to use deliberate strategies to influence, persuade and inspire others.
- ✓ Demonstrated experience with technology.
- ✓ Demonstrated presentation and public speaking skills.
- ✓ Demonstrated ability to facilitate groups with differing opinions, experience, and backgrounds.
- ✓ Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- ✓ Ability to research information and opportunities and be decisive in decision-making.

#### Other Requirements

- ✓ Must be prepared to schedule hours of work according to the demands of the position, outside of traditional work hours when necessary.
- ✓ Satisfactory Criminal Record Check required.

**DATE ISSUED: 04/11/2025**

**DATE REVIEWED/AMENDED:**