

**Weyburn Campus and Administrative Offices**

STREET ADDRESS:
633 King Street
Weyburn, SK
S4H 2S5

MAILING ADDRESS:
Box 1565
Weyburn, SK
S4H 0T1

T: (306) 848-2500
F: (306) 848-2517
southeastcollege.org

Title	Manager, Payroll & Systems
Wage/Salary	Mgt Level 4 Step 1 \$87,165/year (\$44.70/hr)
Posted Date	December 4, 2025
Location	Weyburn (on-site)
# of Positions	1
Employment Terms	1.0 FTE
Length of Employment	Ongoing
Apply by:	Open until filled
How to apply	Email your resume and cover letter to careers@southeastcollege.org citing "Manager, Payroll & Systems" in the subject line.
About US:	Established in 1975, Southeast College shapes the workforce of southeast Saskatchewan, fostering community growth. Committed to innovation and sustainability, we offer diverse programs that equip students with the skills and knowledge for success in their fields.
Position Summary	<p>Are you a detail-oriented professional with a passion for numbers and systems management? We are looking for a Manager of Payroll and Systems to join our dynamic team!</p> <p>Position Summary: Reporting to the VP of HR and Organizational Development, the Manager of Payroll & Systems oversees and directs the payroll and time entry functions and processes for the College. This position is also responsible for managing and developing the Payroll and Human Resources functions of the recently implemented Payroll/HRIS 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.</p> <p>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 the supervision of one Payroll Clerk. 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.</p> <p>Please follow the link below to the complete job description.</p> <p>Qualifications:</p> <ul style="list-style-type: none"><input type="checkbox"/> 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.<input type="checkbox"/> 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.<input type="checkbox"/> Certified Payroll Manager or Payroll Compliance Practitioner designation from the National Payroll Institute is preferred. <p>Other Requirements</p>

Last reviewed: April 2024

Internal Use Only

Next Review: June 2025

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	<input type="checkbox"/> Management should be prepared to schedule hours of work according to the demands of the position, outside of traditional work hours when necessary. <input type="checkbox"/> Satisfactory Criminal Record Check required.
What we offer	Competitive salary with annual increment according to pay band Comprehensive benefits package including employer-matched pension. Vacation Leave and other types of leave Professional development opportunities. Inclusive work environment.
Southeast College welcomes applications from all qualified candidates who are legally entitled to work in Canada. We thank all candidates for their interest. Only candidates selected for an interview will be contacted.	
For a full job description, go to https://www.southeastcollege.org/the-college/career-listing/	