Vacancy: 2018-029

The Corporation of the City of Sarnia
Finance Department

requires a

Payroll Supervisor

Job Summary:
Under the general direction of the Accounting and Budgeting Manager, this position is accountable for managing payroll for the City including planning, assigning and coordinating the daily activities of the payroll team.

Responsibilities:
- Manage the day-to-day operation of the Payroll Team.
- Develop and implement standardized payroll operating procedures regarding quality, production and customer-service standards; train payroll staff in various procedures ensuring compliance. Ensure compliance with collective agreements and applicable legislation.
- Develop, implement and oversee internal controls of the pay system with all departments. Develop and perform regular audit checks of payroll input, time sheet review and compliance.
- Validate and confirm payroll data and process payroll, including adjustments and deductions; finalize and approve termination, retirements and applicable payouts; calculate and process retroactive pay in accordance with all collective agreements.
- Coordinate and oversee accounting activities, ensuring statutory, third party and benefit remittances are reconciled as required.
- Ensure accurate and timely completion of all applicable yearend reporting requirements for payroll including but not limited to: OMERS 119 process; preparation of T4's ensuring compliance with CRA guidelines; and other related reports.
- Liaise for the coordination of information for employee future benefits, correspond with Actuaries, and ensure timely and accurate year end reporting.
- Provide analysis on budget and expenditures and quarterly payroll reporting and make recommendations for strategic plans relating to payroll; participates as a member of the management team during collective bargaining, providing payroll and finance related information.
- Provide prompt support to managers and employees with payroll related matters including: creation of salary scenarios for managers and directors; budget variances on salaries and benefits; and review and ensure accuracy on quarterly reporting of overtime and payroll information.

Qualifications:
- Payroll Compliance Practitioner (PCP) designation ***required***
- Certified Payroll Manager (CPM) designation ***an asset***
- Minimum three (3) year Accounting Diploma
- Two (2) to five (5) years of experience running payroll for at least 500 employees, along with at least one (1) to two (2) years of progressive supervisory experience
- Exceptional organizational and time management skills
- Ability to prioritize and meet tight deadlines regularly
- Maintain confidentiality and sensitivity
- Strong analytical, problem solving and interpersonal skills
- Outstanding interpersonal and communication skills, both written and verbal
- Intermediate Microsoft Excel and Word

Salary Range: $67,376.40 - $84,229.60

Closing Date: May 24, 2018

Candidates are invited to submit a resume in confidence to **hr@sarnia.ca** indicating "**2018-029 – Payroll Supervisor**" in the subject line. We wish to thank all applicants who apply but must advise that only those applicants selected for an interview will be contacted. Please note that testing may form part of the recruitment process.

Appropriate accommodations will be provided upon request throughout the hiring process as required under the City of Sarnia's Employment Accommodation Policy and the Accessibility for Ontarians with Disabilities Act (AODA).

Personal information is being collected under the authority of the Municipal Freedom of Information and Privacy Act and will be used for employment assessment purposes only.