

Job Description

Job Title:	Assistant Payroll Manager
Department:	Human Resources
Reports To:	Payroll Manager
Jobs Reporting:	None
Salary Grade:	USG 8-9
Effective Date:	October 2014

Primary Purpose

The Assistant Payroll Manager coordinates all functions related to the delivery of payroll (foreign and domestic) in adherence with strict deadlines and in accordance with government legislation and University policy and procedures.

Key Accountabilities

Manages Delivery of the Payroll Function

- Manage the daily work of the payroll team, providing guidance when issues arise, ensuring payroll standard procedures are followed, and that the pay is delivered accurately and on-time
- Coordinate training of payroll team members to ensure consistent application of University policies and standard operating procedures and compliance with legislative requirements
- Provide processing back-up for Payroll Team Leader and Payroll Specialist as needed during unexpected absences (ie. illness)
- Investigate and deal with complex inquiries, explaining legislative requirements and proper process to the campus community when necessary to support decisions
- Keep the Payroll Manager informed regarding performance issues as they relate to the payroll team, and areas of concern regarding non-compliance, inefficiency and unclear process
- Participate in annual and adhoc audits, in many cases acting as the primary contact
- Participate in creation of, or give feedback on, processes, documentation and guidelines affecting payroll, focusing on best practice and continuous quality improvement

Leads Payroll Year-end Process

- In coordination with the Payroll Team Leader, perform all processes required for production of T4, T4A and T4A-NR slips on a monthly basis and as part of the year-end process, including running audit reports, loading scholarship amounts and entry of taxable benefits and other adjustments
- Coordinate year-end reconciliation of government remittances (ie. CPP, EI, Income Tax, WSIB, EHT, etc.) with HR Financial Officer and complete year-end filing within strict deadlines
- Investigate and respond to Canada Revenue Agency, and other government inquiries, regarding earnings or taxes, including the annual PIER Review
- Work with third party service provider to ensure year-end filing for the International Payroll is executed within strict deadlines

Provide Support to Ensure PeopleSoft Payroll Application is Working Effectively

- Work with Payroll, HRMS and IST teams to identify and resolve production issues
- Work with departments on campus to resolve interface and data issues (e.g., HRMS team, Finance, Student Accounts, Alumni, Plant Operations, Food Service, etc.)
- Participate in user acceptance testing for upgrades, updates and implementation of new HRMS functionality as required
- Special projects as assigned

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Maintain Data Integrity

- Complete monthly reconciliations of pre-paid benefits, manual transfers and reversals/adjustments, informing the Payroll Manager of any instances where defined processes have not been followed
- Work with the Financial Officer to identify and correct errors related to account reconciliations and holding account fails
- Periodically review audit reports to ensure they are being run, and corrections made, as scheduled
- Prepare Manual Transfers in special situations where taxes or other amounts are required to be processed through the payroll system outside of the regular pay process. Must exhibit a clear understanding of how the payroll process impacts associated finance functions
- Identify data integrity issues resolve them keeping the Payroll Manager informed. Work with Payroll Team, Payroll Manager or other areas of HR to enforce current process or implement process changes to deal with data integrity issues as necessary

Identify and Support the Effective Utilization, Deployment and Development of Staff

- Identify and where appropriate, execute continuous improvement opportunities related to efficiency and payroll best practice and propose plans to the Payroll Manager
- Participate in hiring processes for all payroll team members, including giving input on initial selection of candidates to interview, participating in interviews, and giving feedback on candidates
- Manage the hiring process for the Payroll co-op student each term, ensuring paperwork required to initiate the process is submitted to Student Awards in a timely fashion, reviewing submitted applications, scheduling interviews and selecting successful candidates

Required Qualifications

Education

- Three year Post-secondary education in Commerce, Human Resources or similar course of study
- Canadian Payroll Association Certified Payroll Manager (CPM) certification required

Experience

- 5-7 years of progressive payroll experience in a large scale, fast paced environment with a proven track record of achievement and success within the Payroll field
- 2-3 years of experience in the Higher Education sector preferred

Knowledge/Skills/Abilities

- Proven management skills and strong customer service focus
- Accuracy and attention to detail in work, proven analytical and problem solving skills
- Strong oral and written communication skills
- Intermediate skills in Microsoft Office suite
- Experience with PeopleSoft HRMS or other in-house payroll system

Nature and Scope

- **Contacts:** Communicates with payroll team to ensure tasks are completed and deadlines met. Keeps Payroll Manager informed of any issues requiring/under investigation. Communicates internally with customers across all areas (Faculty, Staff, CUPE, Students) to obtain information where clarification is needed, to answer inquiries, or to resolve payroll related issues. When trouble shooting system issues, works with HRMS team and various contacts from affected areas to identify problems and come up with solutions. Communicates externally with government agencies (ie. Service Canada, Canada Revenue Agency) banks and other financial institutions, etc. to provide information and resolve issues.
- **Level of Responsibility:** This position is responsible for the day-to-day management of the payroll department ensuring payroll is processed within pre-established timelines and protocols. Responsible for raising issues with the Payroll Manager as required. Job has specialized skills. Requires minimal supervision, and provides direct supervision to others.

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- **Decision-Making Authority:** Makes decisions regarding application of government legislation and University policy based on established practice and direction from Payroll Manager, communicating reasoning as necessary. Analyses and resolves complex payroll issues using knowledge of government legislation and University policies/guidelines to formulate and bring forward a solution. Raises issues with Payroll Manager as appropriate. Trouble shoots system related issues in collaboration with HRMS and Payroll teams, and Payroll Manager.
- **Physical and Sensory Demands:** Moderate sensory demands typical of a management position operating within a very busy customer focused office environment with constant interruptions.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an assistant management position in a regular office environment. May be required to work additional hours during peak times and year end, or in relation to system related emergencies. Will deal with escalated calls where an appropriate level of customer service has not been attained previously and sensitive situations.