



**Job Posting Number:**

**SS#98-20-21-SUPER.PB**

**Job Title:**

**SUPERVISOR - PAYROLL & BENEFITS**

*This position is open to Support Staff Association Members first, then to external candidates.*

Location	Site	FTE	Assignment
Napanee, ON	Board Office	1.0 FTE Permanent Full Time Position	Effective immediately 7 hours per day, 5 days a week

Under the direction of the Manager - Financial Services, the Supervisor - Payroll and Benefits, coordinates and maintains the integrated payroll computer information system. This involves planning and maintaining input of payroll data, piloting and implementing upgrades and releases and ensuring database information is accurate and current. Through supervision of Payroll and Benefits staff, this position oversees the implementation and administration of internal control procedures and audit checks, ensures that proper payroll procedures are being followed and internal controls are maintained. The Supervisor - Payroll and Benefits liaises with school board staff, external agencies and the Ministry of Education including completion of ministry reporting for financial statements and budget reports.

**Qualifications:**

- University Degree or Community College Diploma in Business Administration or Accounting;
- Canadian Payroll Association designation;
- Minimum of five (5) years' experience at a senior level of responsibility in payroll management;
- Experience administering payroll in a unionized environment;
- Experience administering payroll using payroll management software;
- Experience working in a public sector environment considered an asset;
- Excellent communication and diplomacy skills;
- Superior problem solving and troubleshooting skills;
- Must be able to perform under pressure and meet deadlines;

- Proven ability to perform accurate and detailed work;
- Strong mathematical skills related to payroll, budget and entitlement calculations;
- Excellent supervisory skills with the ability to coach, mentor and develop staff;
- Ability to interpret and apply policies and procedures, collective agreements and applicable legislation;
- Advanced computer skills with experience in payroll management software and Microsoft Office (specifically Excel)

As a condition of employment, the successful candidate must provide a Criminal Background Check (CBC) with vulnerable sector screening current within six months of date of hire.

**Benefits Available:**

Competitive Benefits package including Health & Dental Benefits, Pension Plan, Employee & Family Assistance Program.

**Salary/ Range:**

\$76,995 – 88,666 per annum

**Application and Requirements:**

Applicants must submit a cover letter and resume quoting the job posting number in the subject line to [work@alcdsb.on.ca](mailto:work@alcdsb.on.ca)

**Closing date:**

January 28, 2021 by 4:00 p.m.

While we thank all those who have applied, only those candidates selected for an interview will be contacted.

*We are committed to inclusive and accessible employment practices. In compliance with the Accessibility for Ontarians with Disabilities (A.O.D.A.) the Algonquin and Lakeshore Catholic District School Board welcomes and encourages applications from people with disabilities. We will make the necessary accommodations for applicants with disabilities to support all aspects of the recruitment process. Please contact the Human Resources Department if you require assistance with any accommodations.*