



**Date:** August 16, 2023

**Competition:** 23-72

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**APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION**

<b>Position:</b>	<b>Manager, Payroll Operations (Position #1000379)</b>
<b>Division:</b>	<b>Finance</b>
<b>Reporting To:</b>	<b>Senior Manager, Institutional Compliance &amp; Payroll Operations</b>

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**Justice Institute of British Columbia:**

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

**Position Summary:**

The Manager, Payroll Operations is accountable for payroll operations, including staffing, collective agreement compliance, management and discipline of direct and indirect reports and employment issues as directed.

The incumbent must ensure prompt and efficient services as well as on-time regulatory and contractual reports and remittances.

The role contributes to the overall success of the Payroll team and ensures that all processes and guidance contribute to JIBC's strategic direction and divisional goals.

**Primary Responsibilities:**

**Leadership and Management of Staff**

- Manages Payroll department ensuring industry best practices are followed for accurate and compliant payroll processing.
- Fosters productive and collaborative environment for Payroll department through effective recruitment, development, and performance feedback.
- Ensures effective cross-training developing job knowledge to provide consistent and accurate service.
- Develops a customer-focused team.
- Ensures Payroll team builds and maintains strong relationships across departments.

- Fosters collaborative and proactive communication with People and Culture.
- Acts as role model and integral member of the Management Team in leading others.

### **Payroll Operations**

- Ensures accurate and prompt payment of payroll to JIBC employees.
- Provides interpretation and guidance on complex payroll matters.
- Oversees payroll team in preparing, reviewing, and ensuring the accurate completion of payroll related matters in compliance with applicable regulations.
- Ensures timely and accurate management of all payroll functions including proper payment on a timely basis of salaries, wages, pay deductions, benefits, and other related amounts.
- Oversees and ensures timely preparation and accurate completion of T4s, ROEs and other forms.
- Provides oversight to the payroll team in preparing, reviewing, and ensuring the accurate completion of compensation and pension reports, and reports required by the Financial Information Acts.
- Ensures accurate preparation of payroll-related journal entries and reconciliations.
- Works in collaboration with the Controller to ensure that Institution's salary and benefit expenses are accounted for in accordance with Public Sector Accounting Standards.
- Leads payroll year end and audit processes including ensuring audit deliverables are prepared accurately and in a timely manner, responding to all audit enquiries, and works collaboratively with the auditors.
- Prepares ad hoc reports, payroll analysis, and scenario analysis as requested by Senior Management.
- Handles confidential information related to employees' sensitive matters and discreetly prepares calculations for lump sum payments and ensures appropriate liability accruals are recorded.
- Engages the external actuarial consultant to prepare the JIBC post-employment benefits report.

### **Payroll Compliance**

- Ensures the Institute is in compliance with collective agreements, employee handbooks and payroll related regulations (ESA, CRA, etc.) and researches and resolves discrepancies.
- Develops internal control and process improvements for payroll processes (including reporting and GL reconciliations) and compliance with payroll related legislative and contractual requirements.
- Researches, implements, and communicates payroll related legislation changes to payroll team ensuring payroll processes and practices are appropriately updated.
- Undertakes risk assessments of the payroll operations; develops and implements processes and internal controls to mitigate the risks.
- Ensure protection of private information of employees held in the payroll office.

### **Business Process Improvements**

- Participates in payroll related business process improvements across the JIBC.
- Ensures effective operation of payroll software system and represents the division on software system upgrades and enhancement projects.
- Identifies opportunities for payroll technology improvements to support operational effectiveness and efficiency.
- Works with the managers responsible for technology implementation, develop and design testing procedures, audit the test work, and sign off on JIBC documentation for review by external auditors.
- Collaborate across departments to identify and develop solutions that will increase efficiencies across various departments.

## Other Duties

- Participates in the development of team plans and initiatives; understands and champions organizational strategic and business goals, and recommends continuous improvement initiatives, innovative approaches, and the associated policies and procedures to achieve those goals.
- Communicates and coordinates with team members to ensure a seamless experience for employees and faculty throughout JIBC.
- Maintains a commitment to equity, diversity and inclusion, including Indigenization. Ensures these principles are embedded throughout all the work we do.
- Monitors trends, research, and advancements to maintain personal expertise in payroll and makes recommendations for changes applicable to JIBC.

## Qualifications & Requirements:

- Certified Payroll Manager (CPM).
- Minimum three (3) years of post-qualifying experience as a Payroll Manager in complex organizations, preferably in a unionized environment.
- Extensive experience in using and implementing a large scale, complex ERP computer environment; experience with Unit 4 system preferred.
- Experience in using complex user software including relational databases and setting up complex report queries.
- Extensive experience in payroll process assessment and improvement.
- Proven solid knowledge of generally accepted accounting principles and theory.
- Demonstrated solid knowledge of financial internal controls as related to payroll disbursement activities.
- Demonstrated leadership, team building, and coaching skills.
- Ability to resolve conflicts.
- Excellent communication skills.
- Excellent analytical and problem-solving skills.
- Ability to maintain confidentiality and sensitivity in all matters.
- Ability to recognize and protect private and privileged information using discretion and tact when communicating.
- Ability to research subjects related to job responsibilities that include internet searches, telephone calls, or consulting with external peer or subject matter experts.
- Highly skilled in customer service
- Models respectful and inclusive workplace behaviours, and demonstrates a commitment to meaningful outcomes in diversity, equity, and Indigenization.
- Ability to think innovatively and creatively in planning and developing a fresh approach to existing activities, with a continuous improvement perspective and incorporating best practices.

We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.

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**Posting Date:** August 16, 2023

**Closing Date:** Open until Filled

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #23-72 via email to: People and Culture at [hr@jibc.ca](mailto:hr@jibc.ca)

For more information about this position, please contact: Kate Heldsinger at [kheldsinger@jibc.ca](mailto:kheldsinger@jibc.ca).

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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