

JOB POSTING

Date: May 19, 2020
Competition: #20-24A

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION
(Based at the New Westminster Campus)

Position: Payroll Supervisor
Division: Finance and Administration
Reporting To: Senior Manager, Compliance and Payroll Operations

Justice Institute of British Columbia:

The Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator – a public post-secondary educational institution that has earned a worldwide reputation for excellence and innovation. JIBC educational programs and services are delivered to government agencies, community organizations, private corporations and the general public in communities throughout the province and around the world. Each year, the JIBC's distinctive educational learning model attracts an average of 27,000 students, many of whom return as students throughout their careers.

Summary:

The Payroll Supervisor has two key areas of responsibility that support the strategic objectives of the JIBC: Payroll Operations and Payroll Business Process Improvement.

Payroll Operations:

The Payroll Supervisor has significant responsibility over the timely and accurate disbursement of the Institute's payroll and benefits which makes up 64% or over \$34 million of the Institute's budget and impacts all program costing and business performance analysis, JIBC wide. The job responsibilities directly influence tactical and strategic decisions made pan institute due to the magnitude of payroll expenses relative to total budget. Critical accountabilities include overseeing the collection, maintenance, and protection of private and confidential information of all employees.

The responsibilities are guided by Provincial and Federal legislation and may require seeking specific ruling for subject areas not directly addressed by statutes.

The Payroll Supervisor must stay current on the governing accounting standards for the Institute, as well as ensure compliance with Generally Accepted Accounting Principles (GAAP). A high level of customer focus is essential and must be maintained throughout all facets of the job.

Payroll Business Process Improvement:

The Payroll Supervisor will play a key role in technological systems and business process improvements relating to payroll across the JIBC. To this end the Supervisor must be skilled at and have experience in reviewing and changing business processes as it relates to payroll operations. The incumbent must be able to use his/her expertise and experience to identify opportunities for improvement and develop solutions. Effective oral and written communication skills are essential to be able to present a persuasive rationale for change. A key output will be process documentation for payroll representatives and any position involved in the payroll process across the Institute.

Primary Responsibilities:**Payroll Operations:**

- 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;
- Responsible for payroll operations and ensure compliance of established payroll and accounting principles and standards; ensures that the Institute is in compliance of legislative and contractual requirements;
- Participate in hiring, training, evaluating, leading, and supervising payroll representatives;
- Acts as internal resource to employees and departmental managers in regard to payroll matters;
- Ensures accurate reporting of payroll expenses and liabilities in the financial reports and ensure that monthly reconciliation is correctly completed;
- Ensures established payroll and disbursement internal controls are followed and audits the work of payroll representatives to ensure accuracy;
- Performs annual T4 patch testing in Unit 4 test environment; develop and design test procedures and ensures accurate transfer of payroll data to tax slips;
- Leads payroll year end process, resolve and reduce PIER reports issued to JIBC;
- Payroll subject matter expert representing the division on CQI matters;
- Responsible for daily operations of the work unit which disburses 48% or \$21 million of the Institute's expenditures;
- Responsible for accurate reflection of the payroll and benefit expenses JIBC wide;
- Responsible to ensure all reports (e.g. ROE, response to PIER, PSEA, etc.) required by statute are submitted on time;
- Authority to prioritize own work and that of direct reports to meet internal and external deadlines;
- Authority to change or modify work processes that relate to payroll;
- Authorize payment of payroll remittances to outside agencies and ensures payments are made within prescribed deadlines to avoid penalties and interest;
- Approve and authorize employee time and expenses and other non-salary expenses incurred by the payroll unit within the guidelines set by the Manager to which this position reports;
- Ensure protection of private information of employees held in the payroll office;

Business Process Improvement

- Participates in payroll related business process improvements across the JIBC;
- Assists management with 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;
- Working 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.

Qualifications & Requirements:

Education and Experience

- Payroll Compliance Practitioner designation mandatory;
- Actively working towards Certified Payroll Manager designation, and to be completed within 6 month timeframe from start date in position;
- 3 to 5 years of experience in a supervisor or management capacity;
- 3 to 5 years of experience in payroll processing;
- Previous experience in reviewing and improving business processes as it relates to payroll function;
- Experience in contributing to system conversion/major upgrades.

Skills, Knowledge, and Abilities:

- Proven solid knowledge of generally accepted accounting principles and theory;
- Proven knowledge and application of accrual based accounting principles and journal entries related to job responsibility;
- Demonstrated understanding of financial internal control as related to payroll disbursement activities;
- Demonstrated leadership, team building, and coaching skills;
- Ability to resolve conflicts;
- Excellent written and verbal communication skills that include;
 - Written correspondence;
 - Public speaking for training groups of internal staff on payroll related subjects
 - Writing process documentation for payroll positions and cross institute payroll processes
 - Ability to form and communicate logical arguments to convince supervising manager or other staff of a need for change;
- Ability to remain calm in stressful situations;
- Proven ability to establish work priorities and to work in a high volume and demanding environment;
- Excellent analytical and problem solving skills, including situational and mathematical;
- Highly skilled in collaborative problem solving;
- Inquisitive and initiates learning new information in formal and informal ways;
- 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;
- Comfortable with complex user software including relational databases and setting up complex report queries.

Software Knowledge

- Intermediate level of proficiency in MS Office - primarily Excel, Word, Outlook;
- E.R.P. systems (e.g. Unit 4, JD Edwards, SAP, Oracle) – Unit 4 knowledge preferred;

Additional Information:

- Availability to perform occasional overtime as required to meet internal and external deadlines;
- Applicants must clearly state the required / relevant experience, education and training qualifications in their resume, as outlined in job posting;
- Short listed candidates will undergo payroll testing (60% is required for a pass);

This is a regular, full-time position working 35 hours per week. We offer a total compensation package that includes Extended Health and Dental Benefits, and enrollment in the Municipal Pension Plan after six months. In addition, we offer 15 vacation days annually (pro-rated in first year), as well as generous other leave entitlements. This position is based at JIBC's New Westminster Campus.

Salary: \$54,034 to \$61,565 annually (BCGEU position Grid 20 – TBR – to be rated)

Posting Date: May 19, 2020

Closing Date: June 5, 2020

Start Date: ASAP

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #20-24A to:

E-mail: Human Resources at hr@jibc.ca

For more information about this position, please contact:

Jina Lee, Deputy Chief Financial Officer
jlee@jibc.ca

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous people, and persons with disabilities.

