

OPPORTUNITY PROFILE

Manager, Payroll Services

Location: Calgary

Our confidential client is a large, complex public-sector organization that provides services and programs in support of the communities within the greater Calgary area.

The Opportunity

Reporting to the HR Director, the **Manager, Payroll Services** is responsible for leading the operation and administration of payroll for all employees across the greater Calgary area while ensuring high standards of service and accuracy are consistently met.

Key Responsibilities

- Lead a small team of specialists to manage and oversee the end-to-end payroll process including remittances, Records of Employment, accounts receivable and special payments, payroll audits, and tax information slips;
- Supervise, train, and coach payroll team to ensure development and professional growth at both the team and individual level;
- Ensure adherence to policies and procedures in compliance with statutory and legislative requirements, collective agreements, accounting and auditing standards and employees' terms and conditions of employment;
- Oversee and process regular payroll transactions while meeting cutoff dates;
- Scheduling and processing of all pays;
- Monitor and resolve, as needed, the interfacing data from various internal systems to the payroll system and onto the financial system;
- Prepare and review all payroll related requisitions and remittances to internal and external stakeholders;
- Lead annual external payroll audit;
- Liaise with regulatory stakeholders including CRA, Government of Alberta, Unions;
- Monitor completion of payroll audits after each pay and subsequent payroll adjustments;
- Provide high quality customer service and information to internal and external stakeholders;
- Perform continuous improvement and productivity initiatives.

The Person

- University degree in combination with 6+ years of experience leading a payroll function in large multi-union, complex environments. CPM required;
- Experience using enterprise HRIS and/or payroll systems like SAP or PeopleSoft. Proficient in Microsoft Office and Excel;
- High attention to detail, strong organization skills and ability to manage multiple deadlines and changing priorities;
- Accuracy and analytical problem-solving;
- High level of integrity and dependability with a strong sense of urgency and results-orientation;
- Strong communication and interpersonal skills.

Compensation

A competitive compensation package including an attractive base salary and benefits will be discussed in a personal interview.

Express Your Enthusiasm

Email a cover letter and tailored resume (PDF or Word document only) to **Shalini Bhatt** or **Chelsey Howarth** at **Calgary@leadersinternational.com** indicating the job title in the subject line of the email.

Leaders International Executive Search

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