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OPPORTUNITY PROFILE
Director, HRIS & Payroll
Location: Calgary

About Our Client

Our client is a leading construction and building services organization operating across North America with a large, complex workforce.

The Opportunity

Reporting to the Head of HR, the **Director, HRIS & Payroll** is responsible for Canadian and US payroll working with stakeholders across North America to ensure high standards of service and accuracy are consistently met.

Key Responsibilities

- Leads a small team of specialists to manage and oversee the end-to-end payroll process including pay calculations, timekeeping, third party remittances, taxable benefit reconciliation, reporting and year-end government filings;
- Supervise, train, and coach payroll team;
- Monitor and review employment standards and other legislation to ensure compliance;
- Maintain documentation and records for all relevant payroll processes;
- Identify ways to improve payroll efficiencies and recommend improvements to internal processes;
- Ensure accuracy and confidentiality of data is maintained and that transactions comply with government and internal audit requirements;
- Liaise with regulatory stakeholders including CRA, Service Canada, Employment Standards and WCB;
- Present information to employees and leaders on payroll-related issues;
- Support the administration of the annual compensation cycle;
- Perform continuous improvement and productivity initiatives.

The Person

- University degree+10 years of payroll experience including 5+ years leading a payroll function in both union and non-unionized environments. PCP or CPM is an asset.
- Excellent understanding of multi-location payroll and taxes (Canada and USA).
- Able to work with a variety of payroll applications.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- High attention to detail and organization, and a positive “can-do” attitude.
- Integrity, communicates in a tactful, and professional manner.
- Experience presenting to senior leadership teams.

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
www.leadersinternational.com