



**CALGARY CATHOLIC
SCHOOL DISTRICT**

OPPORTUNITY PROFILE
Manager, Payroll Services

About Calgary Catholic School District

The Calgary Catholic School District (CCSD) is the largest Catholic school district in Alberta, serving approximately 64,000 students in 120 schools located in Calgary, Airdrie, Cochrane, Chestermere and Rocky View County. The CCSD educates and empowers students from kindergarten to Grade 12 through our mission and vision of "Living and Learning in our Catholic Faith, so that students, centred in Christ, realize their full potential."



All members of our community are sacred and must be treated with dignity and respect. We value excellence in Catholic education, guided by shared responsibility and the moral authority of the Church.



To learn more about Calgary Catholic School District, visit: www.cssd.ab.ca

The Role: Manager, Payroll Services

The Manager, Payroll Services plays a key role in People Services with overall responsibility for leading the operation and administration of payroll for nearly 5,800 employees across the Greater Calgary Area while ensuring high standards of service and accuracy are achieved. This position reports directly to the Director, Total Compensation and manages a team of four (4) Payroll Coordinators. This role is highly collaborative and requires the ability to build relationships and effectively communicate with leaders and staff across the organization.

Key Accountabilities

- Manages staff to ensure the accurate and timely administration of all payroll-related activities, such as, but not limited to, remittances, Record of Employment, accounts receivable, special payments, payroll audits, and tax information slips (T4, T4A, T2200)
- Ensures 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
- Scheduling and processing payroll
- Oversees and processes regular payroll transactions to meet payroll cutoff dates
- Ensures preparation and distribution of payroll-related communication
- Monitors and resolves, as needed, the interfacing of data from various internal systems to the payroll system and onto the financial system



- Preparing/reviewing monthly and bi-weekly payroll-related requisitions and remittances to internal and external stakeholders (i.e., Canada Revenue Agency, Government of Alberta, unions)
- Ensures completion of payroll audits after each pay and subsequent payroll adjustments
- Preparing accruals and reconciling to the general ledger
- Leads the annual external payroll audit
- Provides high-quality customer service to all internal and external stakeholders
- Maintains and updates operational policies, procedures and processes while identifying and recommending ways to improve efficiency in payroll processing
- Accountable for training, development, and professional growth of Payroll Coordinators

The Person

- Bachelor's degree in business, accounting, human resources or a related field
- Certified Payroll Manager (CPM) from the National Payroll Institute
- Six (6) to nine (9) years payroll administration experience, including management/supervisory responsibilities
- Experience using enterprise-wide Human Capital Management Systems and/or in-house payroll systems; experience with PeopleSoft preferred
- Experience working in a large multi-union organization preferred
- Sound knowledge of government legislation and regulations relating to payroll, taxation, employment insurance, pension contributions and benefits deductions
- Excellent communication, interpersonal and organizational skills
- Ability to manage multiple deadlines and changing priorities
- Analytical, detail-oriented, accurate and a problem-solver
- Advanced proficiency with Microsoft Office and advanced Excel skills

Express Your Interest

Email a convincing cover letter and a tailored resume to Shalini Bhatta or Chelsey Howarth at apply@leadersinternational.com, including the job title in the subject line of the email.

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