



VACANT POSITION: HRSV-109

MANAGER OF PAYROLL

Date: January 29, 2019
Classification: Administrator, class 4
Department: Human Resources
Supervisor: Soula Tsafaras, Coordinator of Human Resources

NATURE OF WORK

Under the supervision of the Coordinator of Human Resource, the Manager of Payroll is responsible for the planning, organizing and controlling of the payroll services activities for the College.

RESPONSIBILITIES

- Manages all aspects of Payroll operations and supervises the team in Payroll;
- Ensures that Payroll processes comply with College policies and procedures, collective agreements and government rules and regulations;
- Reviews the Payroll internal controls and processes and provides recommendations as needed;
- Responsible to oversee the reconciliation of all payroll accounts, the monthly analysis of all general ledger accounts and the preparation of journal entries;
- Responsible for the supervision of the production and validation of all reports pertaining to payroll (year-end reports, T4 & R1, CNESST reporting and reports etc.);
- Oversees the pension dossier (CARRA) and the production of all related reports;
- Responsible for the finance aspect (quarterly & yearly reports, auditing etc.) for the College as it relates to payroll;
- Collaborates and liaises with the Financial Department for any payroll matters;
- Responsible for the coordination and the supervision of the preparation and transmission of the SPOC (le Système d'information sur le personnel des organismes collégiaux) report;
- Manages the communication of any Payroll information needed by the external auditors;
- Integrates, trains and evaluates personnel under his/her supervision;
- All other related responsibilities and tasks related to Academic Systems.
- The Manager oversees and/or carries out other duties as may be assigned.

QUALIFICATIONS

Bachelor degree in related discipline; or, a diploma or attestation of studies recognized as equivalent;

CONDITIONS

- At least five (5) years of relevant payroll experience in the education sector, preferably in a managerial/supervisory role at the college level or in a unionized environment;
- Strong knowledge of payroll regulations, procedures and systems, preferably those used in the Educational sector, ideally those used in the Cégep network;
- Experience with team management and/or results-based leadership;
- High level of attention to detail and accuracy;
- Excellent human relations skills and customer service oriented;
- Ability to work under pressure and manage several dossiers simultaneously;
- Strong oral and written ability to communicate in English and French;
- Member of CPA (Canadian Payroll Association) an asset.

Salary Scale (2018): \$60 086 to \$80114 per annum as per the « Règlement déterminant certaines conditions de travail des cadres des collèges d'enseignement général et professionnel »

Non-salary benefits: Participation in the CARRA-administered RRPE pension plan; participation in the group medical and dental insurance plans; a generous vacation allowance and statutory holidays; professional development opportunities and access to College courses; reimbursement of professional corporation fees; recognition of graduate degrees for salary purposes.

DEADLINE TO APPLY: February 22, 2019 4:00 PM

All applications must be submitted on-line via our website at: <https://www.dawsoncollege.qc.ca/human-resources/>

We thank all applicants for their interest in Dawson College, but only those selected for an interview will be contacted. Dawson College adheres to an equal access employment program and, as such, encourages women, Aboriginal people, visible and ethnic minorities, and persons with disabilities to apply.