



Making a difference...together

# Employment Opportunity

## Payroll and Disbursements Supervisor

### Finance & Technology – Financial Services

Competition	<b>19/144</b>
Status	<b>Auxiliary</b>
Hours of Work	<b>70 hours bi-weekly</b>
Rate of Pay	<b>\$42.10-\$47.73 per hour (plus 14% in lieu of benefits)</b>
Review of applications begins	<b>4:00pm on July 17, 2019</b>
Notes	The anticipated length of this term assignment is approximately 14 months

### Summary

The Payroll and Disbursements Supervisor is a highly confidential role responsible for the oversight, accurate and timely planning and processing of Capital Regional District and Capital Region Housing Corporation payrolls and the accounts payable function. This position supervises staff, reviews changes to regulations, analyzes and reviews and recommends policies, processes and procedures, as well as reviews and participates in ERM testing and implements system enhancements, releases, and version upgrades.

*The anticipated length of this term assignment is approximately 14 months.*

### Duties & Responsibilities

- Oversees the operation of the payroll and accounts payable (A/P) functions and supervision of the staff in the section.
- Ensures quality, consistency and efficient productivity and service delivery by assessing and adapting priorities and impacts as needed.
- Researches and updates section business processes and recommends policy and procedure systems that improve efficiencies and internal controls based on best practices and regulatory requirements including working closely with departments to design and implement payroll time entry and reporting processes.
- Acts as Purchasing Card Administrator, overseeing processes including providing support and guidance to users within CRD and ensures compliance by users.
- Develops payroll policies and procedures relative to ensure payroll actions are in accordance with statutory and regulatory requirements (such as CRA and WorkSafe BC), applicable collective agreements, bylaws and employment contracts, and CRD financial policies and procedures.
- Ensures payroll and A/P transactions are processed in an efficient manner and that deadlines are met.
- Works closely with Human Resources to coordinate the receipt of information, clarify changes provide further details, and reconcile discrepancies related to payroll.
- Responds to enquiries and information received from internal and external stakeholders.
- Oversees the preparation of monthly and year end reconciliations for all payroll and A/P related accounts and ensures any journal entries are properly prepared and processed on a timely basis.
- Performs year-end production, reconciliation and submission of reporting documents as required by legislation such as T4 slips and annual reporting.
- Participates, as the subject matter expert, in the development, testing and implementation of payroll and accounts payable related changes and upgrades in the ERP systems includes implementation of system enhancements; system releases and system version upgrades.

- Ensures internal controls are designed and implemented effectively for accurate preparation, approval, and processing of time.
- Ensures accuracy and timeliness of electronic fund transfer to meet payment deadlines.
- Provides internal reporting and data such as budgeting, forecasting and quotas.
- Provides technical advice to shape policies and procedures and prepares and provides payroll and accounts payable training for CRD staff.
- Follows all policies, procedures and standards of the CRD.
- Perform other duties as required.

## Qualifications

- University degree in a related discipline such as Business or Accounting plus completion of one core module CPA courses and 5 years' related experience in payroll and/or accounts payable operations, must include 3 years' of supervisory experience.
- An equivalent combination of education and experience may be considered.
- Registration and membership with the Canadian Payroll Association and must have a Certified Payroll Manager Certificate.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Excellent working knowledge of federal and provincial legislation, department regulations, and union agreements related to wage and salary administration.
- Knowledge of Public Sector Accounting Standards.
- Knowledge of the methods, practices, principles and procedures involved in the preparation, calculation and processing of payrolls in a multi-divisional environment.
- Requires advanced spreadsheet and word processing skills.
- Thorough knowledge of computerized payroll accounting and time capture systems.
- Demonstrated ability to analyze systems issues, anticipate and identify problems and makes recommendations for development.
- Demonstrated ability to operate in an integrated Enterprise Resource Planning (ERP) system, SAP experience is preferred.
- Excellent customer service, communication and interpersonal skills required to effectively work with the public and staff.
- Demonstrated ability act with professionalism and diplomacy and maintain confidentiality.
- Demonstrated ability to establish and maintain positive professional working relationships.
- Proficiency and experience with computers and Microsoft software.
- Must possess a valid BC Driver's Licence (Class 5).

## Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under "Careers".

**The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.**

