



## Career Opportunity

### PAYROLL SUPERVISOR

*Permanent - Full Time  
Annual Salary TBD*

#### **Purpose of the Position:**

To administer/support the Society's computerized payroll system, pension and attendance system and to ensure accurate and timely reporting within the Finance department and the Senior Leadership Team.

#### **Duties Include:**

##### **Manages the Society's payroll:**

- Responsible for managing all aspects of bi-weekly payroll and system administration for all agency employees;
- Supports employee life cycle and accuracy in the payroll system including new hires, leave of absences, annual salary increases, economic and/or anniversary increases, salary changes, retro payments, payments for monthly long service, transfers, employee changes, terminations and retirees;
- Applies various government legislation as they relate to payroll processes, accounting practices and ensures all reporting requirements are met;
- Ensures integrity of the payroll system through quality improvement, auditing, testing, application of internal accounting procedures and controls as well as educate end users;
- Ensures payroll procedures are in compliance with CRA, other regulatory bodies and the applicable collective agreement.

##### **Meets payroll operational and financial standards:**

- Verifies attendance records with employee and Supervisor when there are discrepancies with attendance codes on the employee's time sheets;
- Supports the annual budget process by providing payroll information;
- Monitors expenditures and identifies cost centres;
- Reviews for accuracy and timely administration of electronic activities generated by the HRIS system i.e. anniversary salaries; transfers, leaves, terminations;
- Meets with external auditors to test payroll system, ensures application of pension deductions are accurate, audits salary for annual increments, anniversary salaries, cost of living adjustments to salaries, attendance to payroll entries, benefits invoice to employee records etc. and accuracy of salary information were completed on time.

##### **Provides expertise and leadership in identifying the need for policies and procedures and assists in their administration:**

- Primary contact for the Society in payroll matters for internal and external parties
- Liaises with third party providers to ensure integrity of data exchange and participates in updates and processes changes;
- Responsible for pension remittances, reconciliations, accuracy of records and audit requirements



**Supervises the administration of the Society's computerized payroll system:**

- With the Payroll Assistant, records and processes all documentation and data received from HR department for new hires, terminations and other employee changes;
- Accountable for vacation verification, employee reimbursements such as insurance etc.;
- Alerts and provides timely feedback to ensure any discrepancies are corrected prior to the submission to the bi-weekly payroll;
- Updates employee banking information in ADP payroll system and Oracle financial system;
- Ensures all pending information is brought forward on the correct payroll dates;
- Maps the GII to ADP and Oracle for new position numbers for employees;
- Reports new employees or re-rehired employees to Service Canada on a monthly basis;
- Responds to inquiries and discrepancies related to the new hire report and reports inactive employees to HR;
- Responsible for annual report for employees who earn over an annual salary of \$100,000;
- Records accounting period, pay date, cost center changes and audit payroll transmissions.

**Supervises a Payroll Assistant:**

- Supervises section staff including: hiring of staff, assessing and evaluating performance; identifying staff development needs and training staff on new or revised payroll policies and procedures;
- Reviews Payroll Assistant's work for accuracy and data integrity and prioritizes workload.

**Manages and Administers OMERS Pension Plan:**

- Completes employee life cycle pension enrolment changes in the payroll system and work with applicable third party providers i.e. new employee enrolments, employees who have left the Society, employees' leave of absences (records details of each leave, employees who have reached their 150 days sick leave, contract employees who are eligible to join and coordinates with HR to provide the option for them to enrol etc.);
- Reviews and addresses any problems when employees have exhausted their sick leave and have not reached their 150 days and records 143 to OMERS;
- Submits to employees the elimination disability form and advises option for them to purchase and not purchase leave period (broken service);
- Calculates broken service/pregnancy leave and supplementary leave and follows up with employees regarding the broken service until the election date has passed;
- Analysis of activities of all the new, terminations, broken service and waivers that occur during the year; monitors disability waiver activities for staff on extended leave;
- Records employees information in the OMERS system and reconciles between CCAS and OMERS records;

Reconciles monthly and annual accounts and makes payment or requests refund if necessary and resolves any issues that may arise.

**Audits attendance and bi-weekly data reports:**

- Records information from the Lotus Notes system to the attendance and overtime AS400;
- Works with the employee, Supervisor and HR to review information and address any discrepancies to ensure correct attendance code is applied;
- Pro-rates vacation days for employees going and returning from leave of absences;
- Records long service days for employees reaching milestones;
- Oversees and audits administration of sick leave bank based on agency's policy i.e. extension, depletion or unauthorized sick days;
- Audits on a monthly basis including year-end reports, all attendance activities to ensure employees are not carrying forward annual time off to the following year such as vacation, management days and personal days;
- Develops reports for Service Managers and Human Resource Services regarding overtime, vacation and sick leaves, creates adhoc reports as requested and modifies existing reports if necessary
- Liaises with Information Technology (IT) to ensure payroll system is operating efficiently, creates and deletes codes as necessary, changes dates for new calendar year, reprograms new dates for overtime and attendance, audits, records all statutory holidays for the new year, closes previous year, opens new calendar year and ensures data is carried forward correctly

**Maintains financial accountability of the Society's payroll:**

- Responsible for financial activities related to payroll which includes, GLI upload, maps payroll and budget accounts, year-end salary activity, audits and reconciles payroll balance sheet accounts, prepares and balances monthly and annual summary to CRA accounts etc.;
- Prepares reports for the Director of Finance and other management staff upon request;
- Identifies and resolves discrepancies i.e. payroll clearing, Benefit Provider, CRA, DUCA, OMERS, Catholic Children's Aid Foundation (CCAF) Fund, and EI Supplementary Payments.

**Ensures Legislation Requirements are met:**

- Payroll processing requirements which include ensuring the completion of all government and non-government remittances and internal reporting (T4's, T4A's, WSIB, Employer Health Tax, Record of Employment);
- Performs T4 and T4A's year end activities such as issuing T4's and T4A supplementary to employees in a timely manner, sends revised T4's and T4A's to CRA by the end of February of each year and ensures fees for service are reported with correct information on T4A's;
- Calculates Pension Adjustment and records in the ADP system for the purpose of the T4;
- Distributes federal and provincial TD's to employees to update and maintain accurate taxation data in the employee maintenance payroll file;
- Prepares remittances for statutory deductions and benefit payments;
- Reports and sends semi private premium receipts to retirees;

- Issues Web on a timely basis for employees (as long as the employee does not have any earnings for more than seven (7) business days) who leave CCAS or on a specific leave of absence such as unpaid leave, maternity/paternity leave;
- Responsible for WSIB monthly reporting and sends payments as well as reconciles year end annual report and makes payment if necessary;
- Analyzes WSIB claims, verifies and reconciles time sheet information to ensure it is correctly coded i.e. if employee's WSIB claim is approved or denied, makes the necessary adjustments or changes to time sheets after consultation with Supervisor and HR;
- Amends T4's with the information submitted from WSIB;
- Analyzes NEER information in relation to WSIB and makes payment if necessary. Informs HR and Manager, Budgeting & Reporting of additional payment for the NEER report;
- Analyzes PIER report in relation to CPP/EI and makes payment if necessary. Informs HR and Manager, Budgeting & Reporting of additional payment for the PIER report;
- Ensures coverage for Society staff by setting up employee in the correct EHT account and reconciles EHT monthly account;
- Analyzes annual EHT account and sends payment or requests for a refund the account may have.

**Administers and completes payroll activities for various benefits and programs:**

- Payroll processing and calculation for benefit programs such as EI Supplementary benefits, Employee Funded Leave program, Green Shield, Desjardins, RRSP Open Access, subsidy programs (Insurance);
- Responsible for accuracy of payment for employees who qualify for EI maternity and/or parental benefits and calculates the number of top-up weeks to be paid;
- Reviews and reconciles dates employees begin leave and return from leave to ensure that the coincide with EI payment dates;
- Informs the HR department if employees have not provided or sent proper documents in order for them to receive the EI benefit;
- Reconciles accounts and sends payments, keeps track of invoices in excel spreadsheets and informs the HR department or the Provider for any discrepancies (i.e employees who are no longer with the Society but appearing on invoice) in relation to third party providers;
- Sends payments for missed invoices for employees who are on a leave of absence as well as reconciles payments to GL accounts in relation to third party providers;
- Sends out yearly reminders to existing employees to see if they would like to renew their membership for CAA and College of Social Workers;
- Calculates bi-weekly payments and interest earned while employees are making deductions for self-funded leave and determines cost of what the net pay will be once the employee is on the self-funded leave plan and receiving payments;
- Responds to employees inquiries related to payroll while employee is making deductions to self-funded leave program;
- Calculates payments to be refunded to employee if employee cancels from the self-funded leave program;
- Adjusts the self funded leave amounts from employees OMERS amounts as they are not to be included;

- Analyzes the account and makes sure it is coded to the corrected GL account;
- Responsible for mapping summer students to correct GL account, monitors and invoices all summer students to the proper program under the Summer Student program;
- Reports membership to the union with payment and invoices union business on a monthly basis, monitors union account activity, calculates the formula for reimbursement which is sent to the Union and reports the Share the Savings program;
- Ensures payroll activities and invoices are completed on monthly basis for employees who are seconded but are kept on the Society payroll and audits for any discrepancies;
- Responsible for garnishment and family support payments such as initiating deductions once court documents are received, informs employees of deduction required from court and forwards payments to family court or Receiver General

### **Quality Assurance:**

- Maintains professional and technical knowledge by attending education workshops and seminars (CPA), reviews professional publications. establishes networks, ensures payroll is current with changes in legislation and practices;
- Ensures quality assurance processes are implemented to achieve positive outcomes for children, youth and families;
- Works in a safe manner in accordance with the Society's Health and Safety policies and procedures as well as all relevant legislation
- Other duties as assigned

### **Qualifications Required**

- Bachelor's Degree in Accounting, Finance or Business or equivalent plus five plus (5+) years progressive Payroll and accounting experience, equivalent ADP payroll experience along with three (3) years of management experience;
- CPM (Certified Payroll Manager) designation in good standing, member of the Canadian Payroll Association or any other certified professional payroll association;
- Comprehensive understanding of required compliance with Payroll Tax compliance, Pension administration, Employee Insurance Act, CCAS collective agreements to administer CCAS payroll benefits, and other legal, regulatory, and financial requirements governing functional payroll tasks and activities;
- Knowledge of statistical calculation, analysis and reporting principles, method and techniques to compile and calculate salary rate adjustments, employee funded leave projections, voluntary leaves, OMERS broken service, etc.;
- Advanced knowledge of computer operations and software packages, including Windows, Oracle, & Microsoft Office Suite;
- Must maintain a high level of confidentiality and be able to establish and develop a high level of credibility and trust with employees and management;
- Excellent organization, communication and time management skills;
- Exemplary attention to detail, with a very high level of accuracy;

- Ability to work within a team environment as well as independently; Excellent interpersonal, customer service and problem solving skills

### **Assets**

The successful candidate will be licensed to drive in Ontario and required to be the principal driver of a vehicle for use on Society business.

Internal Closing Date: July 5, 2021 at 11:59 PM

External Closing Date: July 14, 2021 at 11:59 PM

[Click here](#) to submit your resume.

*We appreciate all applications received. All communications will be held in strict and professional confidence. We thank all applicants for their submissions.*

### **Anti-Oppression/Anti-Racism at CCAS**

*CCAS is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.*

### **Accommodation at CCAS**

*We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416-395-1500. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.*

