

# Job Description

West White Rose CGS Project



SINC-LAVALIN DRAGADOS PENNECON

<b>Name:</b>	PAYROLL MANAGER
<b>Department:</b>	FINANCE
<b>Reports To:</b>	FINANCE MANAGER

## RESPONSIBILITIES

The Payroll Manager (PM) will;

- Have disciplined time management skills, with proven ability to solve problems with exceptional communication skills.
- Ability to show proven leadership skills, and are deadline driven.

## MAIN TASKS AND DELIVERABLES

- Administer weekly trades labour and semi-monthly staff payrolls.
- Ensures payroll compliance with internal policies and process and regulatory requirements.
- Accurately maintain payroll data including, but not limited, to information related to employee new hires, terminations, commissions, expenses, benefits, LOA, vacation and sick days.
- Prepare monthly reconciliations for all payroll accounts as part of the month-end close cycle.
- Completes fiscal and calendar year-end processes and reporting requirements, including records of employment, workers compensation returns, T4, and reconcile all payroll year-end tax summaries (Federal & Provincial), Provincial Health Tax Returns, and Workers Compensation Year End Returns.
- Assist with the day-to-day functions of Human Resources department including but not limited to recruitment, training, WSIP, and labour relations.
- Benefits administration in accordance with policy and plan.
- Complete posting and reconciliation of payroll general ledger accounts.
- Tracks and monitors Time & Attendance usage to ensure compliance with applicable internal policies and legislation.
- Assist Human Resource department to interpret and provide advice for payroll policies, procedures and best practices.
- Track and pay out vacation, sick leave and personal leave in accordance with the employment contract.
- Track and calculate sales commissions and incentives in accordance with the employment contract.

## QUALIFICATIONS

- Diploma or Degree in Accounting, Business Administration or Finance.
- Certification in Payroll Management is an asset.
- PCP Designation with the Canadian Payroll Association required
- Exceptional communication skills and customer service centric attitude
- 7-10 years of experience in full cycle payroll in a stand-alone position
- 3+ years in a management/supervisory capacity overseeing a payroll department and team.

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- Experience using enterprise-wide HRM systems and/or in-house payroll systems
- Experience working in a large project environment with significant payroll volumes, or similar is preferred

## Knowledge, Competencies and Attributes:

- Strong knowledge of payroll systems, internal controls, and management
- Strong working knowledge of accounting procedures, payroll processing principles and applicable legislation/regulations.
- A strong leader that proactively coaches and mentors team members on best practices and on performance while retaining a team of competent employees who will ensure payroll functions are running smoothly.
- Knowledge of audits, income tax forms, health benefits programs, sick pay, retirement plans, etc.
- Forward thinking, analytical, with strong planning and technical accounting abilities.
- A collaborative individual who can work successfully with a variety of people and stakeholder groups and build effective relationships across the business.
- An energetic, motivated, organized leader, with high integrity and ethics, and a customer-focused positive attitude.
- Able to exercise a high degree of patience, with a calm, well-managed approach to business.
- Able to be flexible in responding to changing and often competing priorities and deadlines.
- High attention to detail and accuracy, highly organized with solid decision making and problem-solving skills.
- Excellent written and verbal communication skills and a demonstrated ability to present complex issues and concepts in a convincing manner.
- Able to foster teamwork with co-workers by encouraging open communication and cooperation.
- Proven ability to handle confidential and sensitive information in an appropriate manner.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.