**Payroll Supervisor**

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| **Portfolio:** | Payroll |
| **Reports Directly to:** | Chief Financial Officer |
| **Reports Indirectly to:** | Director of Education |
| **Direct Reports:** | 3 |
| **Department/Location:** | Payroll/Good Spirit Education Complex – Yorkton, SK |
| **Salary Range:** | Payroll Supervisor Grid – 5 steps |
| **Last Updated:** | October 17, 2022 |

**Position Profile:**

The Payroll Supervisor must provide a full range of accessible, trusted, and professional services for the Division. Leadership will be provided in the areas of payroll, employee benefit and insurance plans, and bursary processing.

This position will be a strategic thinker who is responsible for leading the Payroll team to align their work with the Division’s Mission, Vision and Values. The Payroll Supervisor assists the Chief Financial Officer in achieving the general and specific requirements of their work, all while being compliant with applicable legislation and Board Policy. They will represent the Division in an ethical, positive, and professional manner. The position works toward 4 strategic focus and long-term goals: Student & Family; Internal Process; People Capacity and Financial Stewardship.

Without restricting the generality of the overview above, the Payroll Supervisor shall perform such duties and responsibilities as assigned, including but not restricted to the following:

The Payroll Supervisor is assigned the following specific areas of responsibilities:

1. **Fiscal Responsibility**

Role Expectations:

RE 1.1 Provides supervision of payroll assistants to ensure payroll is processed in a timely and accurate manner.

RE 1.2 Ensures payroll expenses are recorded in the financial information system in compliance with the Ministry of Education requirements.

RE 1.3 Reviews payroll services to ensure continuous improvement in terms of value for money.

RE 1.4 Assists in the implementation of upgrades and enhancements to the financial information system within areas of assigned responsibility.

Quality Indicators relative to fiscal responsibility:

QI 1.1 Ensures payroll is administered in accordance with all collective agreements and contractual and statutory requirements, so staff are paid appropriately, and appropriate deductions are being made.

QI 1.2 Ensures payroll information is accurately transferred to the financial information system and appropriate documentation is filed with relevant authorities to ensure all staff are paid in accordance with contracts. This includes initial employee setup, enrolment, and maintenance of employees in appropriate benefit and pension plans.

QI 1.3 Adequate internal financial controls exist and are followed in the areas of responsibility.

QI 1.4 Ensures Board indemnity payments are processed in an accurate and timely fashion.

QI 1.5 Ensures month-end information is received from schools and central office and is accurately posted into the payroll system to ensure subs and casuals are paid appropriately and timely information is available for monitoring absenteeism.

QI 1.6 Ensures sick leave balances are accurate and appropriately applied on an annual basis.

QI 1.7 Complies with all contractual and legislated payroll mandates including but not restricted to: all payroll deduction remittances, T4 and T4A information returns and summaries, Workers’ Compensation Board Employer Payroll Annual Statement, Supplementary Employment Benefits, Employment Insurance rebate and Records of Employment is issued to employees by the prescribed deadline.

QI 1.8 Provides information to the Accounting Manager to ensure invoices are prepared for reimbursement of sub pay from the STF, CUPE and the Ministry of Education when required.

QI 1.9 Prepares working papers for the year-end external audit and annual report as required.

QI 1.10 Support the Chief Financial Officer in remediating deficiencies identified in the Audit Report and Management Letter.

QI 1.11 Inform the Chief Financial Officer annually about incurred and potential liabilities.

1. **Personnel Management**

Role Expectations:

RE 2.1 Provides supervision of all Payroll Assistants.

RE 2.2 Staff the Payroll Department with the best personnel.

RE 2.3 Provides training to In-School Administrative Assistants on all payroll related functions.

Quality Indicators relative to personnel management:

QI 2.1 Quality recruitment, orientation, staff development, disciplinary, evaluation and supervisor processes are developed and effectively implemented and in accordance with appropriate administrative procedures within the Payroll Department.

QI 2.2 The Payroll Supervisor models a commitment to personal and professional growth.

QI 2.3 The Payroll Supervisor models high ethical standards of conduct.

QI 2.4 The Payroll Supervisor implements assigned personnel related administrative procedures (section 400 of the AP manual).

1. **Policy and Administrative Procedures**

Role Expectations:

RE 3.1 Implements relevant assigned administrative procedures with integrity in a timely fashion.

RE 3.2 Make recommendations within areas of assigned responsibility, to the Chief Financial Officer, to ensure related Administrative Procedures are kept current and compliant.

Quality Indicators relative to policy role:

QI 3.1 Ensures compliance with Administrative Procedures as required in the performance of duties.

QI 3.2 The Payroll Supervisor makes timely recommendations to the Chief Financial Officer regarding administrative procedures in areas of assigned responsibility.

QI 3.3 The Payroll Supervisor provides administrative services including administrative procedure and policy research as required by the Chief Financial Officer.

1. **Payroll Supervisor / Chief Financial Officer Relations**

Role Expectations:

RE 4.1 Establishes and maintains positive, professional working relations with the Chief Financial Officer.

RE 4.2 Assist the Chief Financial Officer in providing the information which the Board requires to perform its role.

Quality Indicators relative to Payroll Supervisor / Chief Financial Officer relations:

QI 4.1 Inform the Chief Financial Officer about Division operations within areas of responsibility.

QI 4.2 The Payroll Supervisor interacts with the Chief Financial Officer in an open, honest, pro-active, and professional manner.

QI 4.3 The Payroll Supervisor implements the Chief Financial Officer directions with integrity in a timely fashion.

QI 4.4 The Payroll Supervisor contributes positively to the effectiveness of Corporate Services and other meetings as required.

1. **Strategic Planning & Reporting**

Role Expectations:

RE 5.1 Supports the strategic planning process in areas of assigned responsibility.

RE 5.2 Implements plans as approved in areas of assigned responsibility.

RE 5.3 Reports at least annually on results achieved.

Quality Indicators relative to strategic planning and reporting:

QI 5.1 Provides timely Federal, Provincial and Division fiscal information, opportunities, and challenges to the Chief Financial Officer.

QI 5.2 Provide data regarding the key results identified in the Education Sector Strategic Plan (ESSP) within areas of assigned responsibility.

QI 5.3 Reports at least annually on results achieved within areas of assigned responsibility.

1. **Organizational Management**

Role Expectations:

RE 6.1 Demonstrates effective organizational skills resulting in Division compliance with all legal, Government mandates and timelines within areas of assigned responsibility.

RE 6.2 Establish and maintain an effective record management system within areas of responsibility.

Quality Indicators relative to organizational management:

QI 6.1 Complies with all Government and Division mandates (timelines and quality) within areas of assigned responsibility.

QI 6.2 Annually assesses and reports on disposal of records in accordance with established guidelines.

1. **Communications and Community Relations**

Role Expectations:

RE 7.1 Takes appropriate actions to ensure positive external and internal communications are developed and maintained within areas of assigned responsibility.

Quality Indicators relative to communications and community relations:

QI 7.1 Represents the Division in a positive, professional manner.

QI 7.2 Manages conflict effectively.

QI 7.3 Interacts with Government officials in a productive manner resulting in a positive professional working relationship between the Division and the Government.

QI 7.4 Consistently demonstrate a commitment to Division values as noted in Policy 1. In addition, consistently model servant leadership and positive ambassadorship.

1. **Leadership Practices**

Role Expectations:

RE 8.1 Practices leadership in a manner that is viewed positively and has the support of those with whom she works most directly in carrying out the directives of the Chief Financial Officer.

RE 8.2 Consistently acts in accordance with the Division cultural values.

Quality Indicators relative to leadership practices:

QI 8.1 Provides clear direction.

QI 8.2 Provides effective leadership.

QI 8.3 Establishes and maintains positive, professional working relationships with staff.

QI 8.4 Unites direct reports toward providing the Division payroll services in an efficient and effective manner.

QI 8.5 I trust the Payroll Supervisor.

QI 8.6 Empowers others.

QI 8.7 Effectively solves problems.

Note: Leadership practices may be examined upon the direction of the Chief Financial Officer. Normally leadership practices are self-monitored by the Payroll Supervisor.

**Working Conditions**

* Out of Scope based on a 12- month calendar
* Some travel may be required

**Education and/or Experience**

* Bachelor Degree in Business Administration
* Diploma/Certificate in Accounting/CPA or related post-secondary program

## Knowledge, Skills and Abilities

* **Quality & Organization of Work**

An Accounting Assistant must demonstrate his or her ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.

* **Adaptability & Flexibility**

An Accounting Assistant must adapt to and work effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one’s approach as the requirements of a situation change.

* **Communication**

An Accounting Assistant must communicate effectively with the public, school staff, parents and division office personnel. Excellent interpersonal skills and must be a positive representative of the Good Spirit School Division

* **Job Knowledge**

An Accounting Assistant must be committed to professional learning towards enhancing his or her skills and knowledge to perform the required tasks. One must demonstrate his or her ability to effectively create, manipulate and utilize spreadsheets, word documents and file management.

* **Cooperation & Teamwork**

This position involves working collaboratively with, and under the direction of, the accounting manager and with other school personnel on a daily basis. Accounting Assistants must have the ability to work as a team player and work independently with minimal supervision.

* **Attitude**

An Accounting Assistant must present a positive and professional attitude towards others, their work, and the division and conduct oneself in an appropriate manner. The position promotes the GSSD values of belonging, respect, responsibility, learning, nurturing and perseverance.

* **Confidentiality**

At no time should the Accounting Assistant discuss, in public, information pertaining to employees, students or the operation of the division. Employees are expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act.*