



## Career Opportunity Payroll Supervisor

### ABOUT THE JOB:

The Canadian Mental Health Association, BC Division is looking for an exceptional Payroll Supervisor to join our team.

You are a self-directed, self-sufficient and collaborative individual, with excellent attention to detail, a sense of urgency and the ability to work in a fast-paced environment with tight deadlines. The position engages with all levels of the organization, demonstrating empathy and providing positive and proactive solutions. You must hold a Payroll Compliance Practitioner (PCP) certification or equivalent related education along with a minimum of 2-3 years of experience in a unionized environment. Reporting to the Director of Finance/Controller you will be responsible for managing and administering a payroll of around 100 employees, with a combination of executive, union and non-union staff.

In addition to processing Payroll, you will be administering pension and benefit plans, and providing system end user support for the HRIS system. You will also recommend improvements to payroll-related internal controls and business processes, carry out payroll accounting and reporting activities, and investigate and resolve payroll errors and discrepancies.

### Duties and Responsibilities include but are not limited to:

#### Payroll

- Perform full cycle payrolls in accordance with CMHA BC'S policies and procedures, collective agreements, and provincial and federal legislation;
- Manage year-end payroll processes including adjustments, issuing T4 and T4A slips and T2200 forms.
- Attend leadership meetings and/or send information regarding updates to systems, benefits, etc.;
- Investigate payroll issues, identifying causes, and formulating recommendations for resolution of issues in response to day-to-day requests from active/former employees and Managers;
- Issue Records of Employment; and complete Service Canada requests for Payroll information.
- Enhance internal controls and improve the efficiency of the payroll function by: monitoring systems, methods and controls; identifying gaps and recommending improvements; implementing approved changes; and developing supporting procedure manuals and documentation.
- Provide system and user support for the payroll system by: maintaining scheduling, security and access permissions.
- Create ad-hoc reports as requested.

#### Finance/Accounting

- Prepare and deliver various reports and remittances for external agencies, such as WorkSafe BC (WSBC), pension plans, benefits providers, Health Employers Association of BC (HEABC), and bargaining units;
- Collaborate with the Accounting Department at year-end and during the year through activities such as: payroll journal entries, payroll accruals, and Monthly Payroll Analysis for the Accounting Department;
- Work with Accounting to develop report content, ensuring reporting timelines are met; jointly prepare input for the annual budget and assist the Accounting Department in year-end reconciliation and preparation of required government documents; reconciling benefit statements with Payroll deductions; and verifying payroll payment.

#### Benefits

- Administer employee benefits plans, including union and exempt Group Benefits and Pension Plans.
- Track pension and benefits eligibility, enrolments and terminations, as well as administer benefits for employees on leave.

## Human Resources

- Provide administrative support in the areas of Human Resources and Labour Relations;
- Provide collective agreement interpretation to managers on payroll-related issues as per guidelines established by Human Resources.
- Conduct research, prepare confidential labour relations documents, legal documentation; and assist in file preparation of investigation documents and carrying out payroll file research.
- Complete WorkSafe BC forms for workplace injuries.
- Perform other related duties as assigned.

## ABOUT YOU:

### Education & Experience

You will have a Payroll Compliance Practitioner (PCP) certificate with Canadian Payroll Association (CPA) or post-secondary education in Commerce, Accounting or Payroll equivalent to a two-year program, with emphasis on payroll/benefit administration. You will also have a minimum of two years of recent, related experience that includes experience in a unionized setting; or an equivalent combination of education, training and experience.

### Knowledge, Skills & Abilities

- Extensive knowledge of practices and procedures related to payroll.
- Working knowledge of Payworks payroll software.
- Ability to maintain confidentiality of information and use discretion.
- Strong attention to detail, with emphasis on accuracy.
- Must be self-motivated, detail-oriented, and work well with numerical data.
- Intermediate to advanced computer skills in Outlook, Word, Excel and PowerPoint.
- Ability to communicate effectively both verbally and in writing.
- Ability to function under pressure and to meet multiple service demands.
- Ability to organize and prioritize work.
- Ability to work in a team environment, and foster effective working relationships with managers, employees, union representatives, external benefit providers and other external and internal contacts.

## Working conditions

- Our office is located in downtown Vancouver close to Skytrain and other amenities. The usual workweek is 37.5 hours. Most work is accomplished during usual business hours, although the candidate will need to maintain some flexible scheduling during busy periods such as year-end and annual audit times. Occasional overtime may be required in this position. Combination of working from home and working from office required.
- We offer a competitive wage and benefits package, flexibility and work/life balance environment.
- Salary range: \$65,000-75,000

## HOW TO APPLY:

Please submit your resume along with a cover letter, clearly documenting how you satisfy the requirements outlined in this job posting to [cmha.careers@cmha.bc.ca](mailto:cmha.careers@cmha.bc.ca) by 5 p.m. August 5, 2022. We regret that only short-listed candidates will be contacted to schedule an interview.

## ABOUT US:

Founded in 1918, The Canadian Mental Health Association (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nation-wide leader and champion for mental health and addiction, CMHA helps people access the community resources they need to build resilience and support recovery from mental illness and/or addiction.

*We are an equity employer and encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders, and others who may contribute to our further diversification.*