



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

PO Box 129 ~ 341 Shuswap St. S.W. ~ Salmon Arm, BC, V1E 4N2 ~ Phone: (250) 832-2157

POSITION VACANCY: MANAGER, PAYROLL AND BENEFITS

Our District

In the North Okanagan-Shuswap School District, we serve just over 6700 students in 24 schools through a variety of sites located around Shuswap Lake and the North Okanagan. We are known for strong academic achievement, a thriving trades and careers program, and a rich culture of school athletics. The school district enjoys comprehensive Local Education Agreements with each of four First Nations bands. One elementary, one middle, and one secondary school offer French Immersion. A newly developed Strategic Plan prioritizes a “students first” focus on success, organizational efficiency, and a culture of health and wellness as our key goals.

The Position

Under the general direction of the Director of Finance, the Manager of Payroll and Benefits provides effective leadership to the staff within the department and is responsible for accurate, timely and compliant administration of the district's payroll and benefits programs 1100+ staff in accordance with district policies and procedures, collective agreements, and applicable legislation and regulations. In addition to payroll responsibilities, the Manager of Payroll and Benefits provides some accounting and systems support to the Finance Department

The preferred candidate will possess the following qualifications, experience, and attributes:

- CPA Payroll Compliance Practitioner (PCP) designation or Certified Payroll Manager (CPM) designation (preferred)
- Post-secondary education in Business Administration and/or Accounting
- Minimum five years' experience in managing unionized staff in a complex computerized payroll and benefits department, experience with integrated financial and HR information systems
- Experience in accounting and budgeting practices and year end processes
- Superior analytical and proven problem-solving skills
- Excellent communication skills, both written and oral
- Proven track record for taking initiative, leading projects, and implementing new procedures
- Strong organization, interpersonal skills, and leadership skills, with attention to detail and accuracy
- Ability to effectively assess and manage multiple priorities and meet deadlines in a challenging environment
- Ability to establish and maintain effective working relationships between departments
- Ability to identify and set priorities, organize, plan and schedule diverse tasks to ensure orderly and accurate completion of work within established deadlines
- Knowledge of privacy legislation and regulations related to payroll and benefits and ability to maintain confidentiality on all discussions with staff on all matters related to the position
- Ability to make reasoned decisions, commit oneself to a course of action, and accept responsibility
- Ability to recognize the sensitive nature and the impact of potential solutions on the organization and seek input from senior management as required
- Demonstrated willingness and ability to face sensitive employee relations situations and take the appropriate action, seeking the input of senior management as required
- Strong computer skills including MS Office. School district software experience is an asset (i.e. Atrieve ERP)

This is an exempt position. The salary will be commensurate with the successful candidate's training and experience and will include a comprehensive benefits package. Questions or further details regarding this position may be directed to Jeremy Hunt, Director of Finance by email at jhunt@sd83.bc.ca.

Qualified individuals are invited to apply in confidence by submitting a cover letter, resume, and the name and contact information of three professional references **by 12:00 pm on Tuesday, November 9, 2021** via <https://bit.ly/3vTBh1r>. We thank all who apply, however only short-listed candidates will be contacted.