

Assistant Manager, Payroll

Professional Exempt- On site

The Burnaby School District is located on the traditional territories of the xʷməθkʷəy̅əm, Skwxwú7mesh, and səliłwətał. Burnaby is at the geographical centre of Metro Vancouver. In 2021, Burnaby had a population of 249,125. The city is culturally diverse, with roughly 54% of residents having a primary language other than English or French.

We're the fourth largest school district in BC, operating 41 elementary and 8 secondary schools, as well as a range of District programs and Provincial Resource Programs. Over 26,000 students in Kindergarten through Grade 12 are enrolled. Our District employs more than 4,500 dedicated employees who are committed to providing all students with a wide variety of innovative, high-quality programs to ensure student achievement in areas that include academics, athletics, trades training, visual and performing arts, social responsibility, and leadership. In addition, our staff support the successful operation of our school facilities. Our District also provides lifelong learning opportunities to more than 6,000 adult learners through the Burnaby Community & Continuing Education program.

Reporting to the Payroll Manager, the Assistant Manager of Payroll Services will be assisting and advising employees on a variety of payroll matters, coordinating, calculating and verifying data in the preparation of district payrolls, and use of payroll systems. The Assistant Manager, in conjunction with the Payroll Manager, is responsible for training new employee, coaching/mentoring and performance management of the team. They will act as a technical resource for all payroll and benefit related matters, and will be organized with a high attention to detail and accuracy, able to meet demanding and multiple deadlines and ensure a high level of confidentiality on payroll and related information.

A Payroll Assistant Manager in Burnaby:

- Ensures the accurate and timely preparation of all payrolls in compliance with CRA rules and regulations.
- Prepares a variety of payroll related documents for the purpose of documenting activities and issues; meeting compliance requirements and providing audit references.
- Reconcile and audit account balances for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- Audits discrepancies of payroll information and/or documentation for ensuring accuracy and adherence to procedures prior to processing.
- Compiles and audits data from a wide variety of sources for the purpose of maintaining monthly reporting and remittances with internal and external stakeholders.
- Maintains a wide variety of payroll information, files and records for the purpose of providing up-to-date reference of payroll procedures and documentation.
- Supervises and trains new employee's, process payroll and other duties when staff are absent.
- Participates in the selection of staff; provides training and evaluates staff performance and supports the Payroll Manager with any necessary corrective disciplinary actions.
- Consults with Human Resources on the interpretation and application of various collective agreement provisions.

- Participates in committees as required and offers input in all matters concerning payroll services.
- Assist and advise managers, administrators, and employees with respect to Payroll process and policies
- Maintains a working knowledge of established computer systems, procedures and practices when it comes to best practices in payroll services.
- Communicates with a variety of internal and external stakeholders.
- Perform other duties as required.

Qualifications/Experience:

- Completion and maintenance of the Payroll Compliance Practitioner (PCP) program with the Canadian Payroll Association and/or working towards completion of Certified Payroll Manager (CPM) program.
- Extensive knowledge of payroll practices and procedures in a large scale, union environment, integrated complex payroll system with a minimum of 4- 6 years related work experience or an equivalent combination of training and/or experience.
- Thorough knowledge of computer operation and software applications related to work performed.
- Demonstrated ability to work with constant interruptions and the necessity to meet deadlines.
- Demonstrated ability to supervise payroll employees.
- Sound ability in judgement and decision making and dealing with sensitive and confidential information
- Ability to interpret, analyse and use judgement in the application and modification of methods and procedures.
- Extensive working knowledge of maintain compliance with internal and external stakeholders.
- Ability to communicate effectively at the level required for the job with tact, sensitivity, confidentiality, discretion and diplomacy using verbal and written skills.
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
- Physical ability to perform the duties and responsibilities of the job.

If you have the following qualifications, and are an passion for public education, we welcome your application, please provide: a cover letter, detailed resume including professional credentials, and a minimum of three current references to Make a Future at <https://bit.ly/400Mb8r>. Please submit your application in by Friday January 10, 2025. This position will remain open until filled.

The *starting annual salary range* for this role is \$79,954-\$89,948. When determining salary, years of education and experience will be considered. Further details will be discussed in a personal interview. We also offer a competitive benefits package and pension.

Successful applicants will be required to consent to a Criminal Record Search prior to employment. Only those persons selected for interviews will be contacted.

The Burnaby School District values inclusion and embraces diversity as a strength. Our goal is for all individuals to feel a sense of belonging in a safe, supportive and welcoming community.

We encourage applications from all qualified individuals, including Indigenous, Black, people of colour, all genders, LGBTQ2+ and persons with disabilities.

Thank you for your interest in the Burnaby School District!