



THE DISTRICT SCHOOL BOARD OF NIAGARA

MANAGER, PAYROLL SERVICES

The Manager of Payroll Services provides leadership and guidance and manages effective and efficient payroll services for a staff of seven, that provide salary and benefits to over 6,000 employees.

Reporting directly to the Controller of Finance, the Manager of Payroll Services will manage the operations of the Payroll Services Department including Board, Ministry and Public-Sector Accounting Board (PSAB) financial reporting, salary and benefit budget development and control, internal control management and payroll systems administration. In addition, the position will be responsible for the administration of all payroll related remittances, government reporting, financial analysis and accruals. The Manager will be expected to drive continuous improvement through standardizing processes, automating procedures and streamlining team accountabilities while ensuring operating department needs are met.

The preferred candidate will demonstrate strengths in the following areas:

- Exemplary leadership skills and the ability to prioritize and successfully complete projects with conflicting deadlines;
- Proficiency in data analysis;
- Strong report writing and presentation skills.
- Excellent project management and time management skills;
- Strong application development, analytical and organizational skills;
- Proven supervisory experience with strong leadership, mentoring and team-building skills;

Qualifications required include:

- CPA Certified Payroll Manager designation or acceptable equivalent;
- A post-secondary degree in a related discipline such as Business Administration, including courses in Accounting, Human Resources and Information Technology;
- A minimum of five (5) years of progressively responsible experience managing payroll systems for a large, multi-site, unionized employer, or an equivalent combination;
- In depth knowledge of Payroll Management, Tax Regulations, Employment Insurance, integrated HR/Payroll software, labour legislation and employment standards;
- Experience developing and managing a budget;

This position is part of the Board's Administrative Management Group

Salary Range: \$83,098 - \$98,926 per annum

This is a full-time position (35 hours per week) within the Board's Administrative Management group which includes a competitive salary and a comprehensive benefits package.

Applications including cover letter, resume, and three professional references must be submitted via email to careers@dsbn.org, by Monday, April 30th at 4:00 p.m.

Please reference **Manager, Payroll Services** in the subject line.

*Applicants are thanked for making known their interest in working for the District School Board of Niagara.
Only those applicants who have been selected for an interview will be contacted with respect to this advertisement.*

Warren Hoshizaki
Director of Education

Dale Robinson
Board Chair

The District School Board of Niagara is committed to inclusive, barrier-free recruitment and selection processes. We will offer accommodation for applicants as required throughout the stages of the recruitment and selection process. If you are contacted by the District School Board of Niagara regarding a job opportunity, please advise if you require accommodation. Information relating to accommodation will be addressed confidentially.