



## POSITION VACANCY

*The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.*

<b>Call Number:</b>	<b>2024 - 49</b>
Position:	<b>Payroll Supervisor</b>
Type of Vacancy:	Permanent Full time
Work Schedule:	Monday to Friday (35-hour work week)
Location:	City Hall (4310 Queen Street, Niagara Falls)
2024 Salary Range:	\$81,691 to \$102,114 Plus a Comprehensive Benefits Package and Defined Benefit Retirement Pension
Date Posted:	May 6, 2024
<b>Closing Date:</b>	<b>May 27, 2024 at 4:00 p.m.</b>

Details on this position are attached. To apply, please submit a cover letter and resume at [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs). Applications must be submitted online and will be accepted until 4:00 p.m. on **Monday, May 27, 2024**.

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at [HRDepartment@niagarafalls.ca](mailto:HRDepartment@niagarafalls.ca) or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.



## **CITY OF NIAGARA FALLS**

### **POSITION DESCRIPTION Human Resources Department**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

**POSITION TITLE:** **Payroll Supervisor**

**POSITION SUMMARY:** Responsible for processing and administering employee payroll for all City and Library employees. Assist with OMER's pension and benefits administration. In this position, you will also be considered the payroll specialist for the implementation of a new city-wide "Workday" Enterprise Resource Planning (ERP) system which will go live in 2025.

**RESPONSIBLE TO:** Manager of Talent Acquisition and Compensation

**SUPERVISES:** Payroll and Human Resources Assistant

**RESPONSIBLE FOR:**

1. Responsible for the preparation and processing of payroll for 700 to 900 hourly and salaried employees in a timely manner including data collection, verification, reconciliation. Also, responsible for the maintenance of all employment records.
2. Responsible for the successful transition to a new payroll system and the on-going continuous improvement, this position is considered the corporate payroll specialist providing support and training as required on our Enterprise Resource Planning (ERP) system.
3. Ensure accuracy of and process payroll deductions and remit same when appropriate including statutory deductions, OMERS, union dues, property tax, garnishments, RRSP cheques, etc.
4. Prepares and submits all required forms and reports for OMERS including enrolments, resignations, terminations, disability, status change forms, buy backs, monthly remittances, Additional Voluntary Contributions (AVC's) and year end reporting.
5. Conduct regular and annual payroll/benefit audit; analyse variances; reconcile Payroll GL accounts; attendance records; audit Sun Life benefits in HRIS and Sun Life systems; prepare reports for submission to outside agencies (such as Stats Canada) and supervisors as required.

6. Processing of all employee changes including new hires, transfers, promotions, terminations, retirement, etc.
7. Co-ordinates the administration of the payroll system (Vadim) ensuring the integration with the HRIS (InfoHR) transferred all employee data correctly.
8. Responsible for the preparation and calculation of vacation and lieu time pay adjustments, retirement pay-outs, Pension adjustments, T4s, ROE's, sick entitlement for Casuals & Seasonals, retroactive pay, etc.
9. Ensure compliance with relevant legislation, regulations and Corporation policies and Collective Agreements; remain apprised of legislative and technological changes impacting on compensation.
10. Provides direct front line supervision and is responsible for providing operational work assignments, guidance, discipline and performance evaluations for staff.

**POSITION REQUIREMENTS:**

Minimum is a two (2) year college diploma In Business Administration, Accounting or a related field.

Payroll Compliance Practitioner (PCP) certification.

At least three (3) years of experience in all aspects of a computerized Payroll system.

Demonstrated experience in implementing Enterprise Resource Planning (ERP) systems is preferred.

Revised: May 2024