

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Supervisor, Payroll

Department:	Finance
Classification:	1 Full-time, Permanent
Affiliation:	Non-Union
Vacancy Reason:	Existing
Shift/Hours:	Monday – Friday, 35 hours per week
Salary Range:	\$107,070.60 to \$118,682.20 annually (2024 rates of pay)
Work Location:	City Hall, One the Esplanade South, Pickering, ON (On-site)
Date Posted:	Wednesday, March 19, 2025
Deadline to Apply:	Wednesday, April 2, 2025

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Supervisor, Payroll.

The successful incumbent is primarily responsible for producing an accurate and timely payroll and the supervision and coordination of data collection and all payroll functions. The incumbent undertakes a variety of audit and analysis functions of the Corporation’s payroll to determine the legitimacy and accuracy of departmental transactions. Work is performed in accordance with prescribed methods and in compliance with Federal, Provincial and Municipal regulations, relevant collective agreements, and corporate policy.

Primary Responsibilities

- Supervises the payroll function through coaching, mentoring, leadership and performance development.
- Participates in the development, implementation, and maintenance of procedures and policies relating to the processing and accounting functions of payroll.
- Performs various control functions with respect to payroll, including review and approval of payroll records, registers, and reconciliations; account analyses and reconciliations, ad hoc analysis on payroll matters regarding new legislation and policies and requests from departments and individuals.
- Ensures that the payroll system’s codes and functions/calculations operate efficiently and effectively and are in compliance with contracts, regulations and/or legislative requirements, including treatment of EI, CPP, OMERS, taxable benefits and the mapping for the GL interface. Responsible for setting up payroll codes in Payroll System and Time Management System.
- Provides payroll information to various departments on a monthly, annual, and on an as-needed basis particularly during the budget process, year end process and collective bargaining.
- Administers the payroll for Mayor, Councillors and CAO.
- Oversees and reviews the biweekly payroll to ensure properly recorded and reconciled to the payroll records and in accordance with Corporation policy and current collective agreements. Reviews final pay and entitlement calculations for all employee termination/resignations.
- Maintains records for firefighter's personal sick entitlement and the firefighter's sick bank.
- Provides pension contribution, earnings and contributory service information to OMERS for employee departures, leave of absences or buybacks. Prepares the year end reporting for OMERS (Form 119s).
- Reconciles monthly benefit schedules to billings and prepares remittance and journal entry.

- Responsible for the year end payroll process including closing the registers, processing yearend adjustments, reconciling and filing of the T4/T4As, processing and filing of all yearend tax form summaries.
- Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Successful completion of a University Degree in Accounting, Finance, Commerce or business-related field.
- PCP/PLP Payroll Designation through the National Payroll Institute.
- Professional accounting designation is an asset.
- Five years' current experience with payroll processing/administration in a mid-sized organization with a unionized environment to include at least two years in a supervisory capacity.
- Experience with ADP payroll service provider.
 - Knowledge of Work Force Now is an asset.
- Municipal government experience is an asset.

Knowledge, Skills and Abilities

- Comprehensive knowledge of current legislation and regulations affecting payroll.
- Comprehensive knowledge and proficiency in the use of an off-site PC automated Payroll Service Centre.
- Demonstrated proficiency in the use of personal computers with an intermediate to advanced knowledge of windows-based software applications.
- High degree of technical/clerical accuracy.
- Strong leadership, planning, organizational and customer service skills to establish and maintain effective business relationships with all levels of employees.
- Strong communication and report writing skills and verbal/written proficiency in the English language.
- Ability to work under pressure and meet conflicting deadlines.
- Working knowledge of basic accounting principles.
- Ability to deal with confidential and/or politically sensitive information.
- Proven ability to work independently and in a team-oriented environment.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

