

## Manager, Payroll & Benefits - Excluded

This is an exciting opportunity within the Payroll Department supporting all School District No. 5 (Southeast Kootenay) employee groups with payroll responsibilities. The position is located in Cranbrook and services employees in the communities of Elkford, Sparwood, Fernie, Jaffray, and Cranbrook.

Reporting to the Manager, Finance, the Manager, Payroll & Benefits is primarily responsible for the overall payroll systems. Provides guidance and direction to three payroll staff ensuring proper execution of accounting and payroll procedures in accordance with internal controls, Board Policy & Procedures, Public Sector Pension Plans, Ministry of Education reporting requirements and CRA Regulations.

The ideal candidate would possess:

- 1 The successful applicant should possess a designation from the National Payroll Institute or be working towards a Payroll Compliance Practitioner (PCP) designation or a Certified Payroll Manager (CPM) designation.
- 2 A minimum of 5 years of supervisory experience in a complex unionized environment, or an equivalent combination of education, training and experience is required.
- 3 Experience in the K-12 educational system is considered an asset.
- 4 Strong Microsoft Office (primarily Excel), written and verbal communication skills; as well as database management and electronic records management skills.
- 5 Proven leadership skills and a team approach to managing employees and working with fellow team members.
- 6 Outstanding interpersonal and communication skills with the ability to make decisions independently.
- 7 A high level of integrity, superior work ethic and organizational skills.

The ideal candidate would have the ability to:

- Work collaboratively to build a positive and progressive workplace culture.
- Provide leadership working in a changing environment.
- Prioritize job duties and advise the Finance Manager of any issues requiring urgent action.
- Provide accurate, timely, and compliant reports meeting strict deadlines.
- Ability to deal with highly confidential and sensitive issues with a high degree of diplomacy and confidentiality.

For a detailed job description, please visit [job description link](#).

Salary range for the opportunity is \$78,208 - \$97,760

Interested and qualified applicants will be given serious consideration who apply at [www.sd5.bc.ca](http://www.sd5.bc.ca) by 12:00 pm January 31<sup>st</sup>, 2023 but the opportunity will remain open until filled. Please ensure to upload cover letter, resume, references and any supporting documents.