

**CITIZENS FIRST THROUGH SERVICE EXCELLENCE**

*We have an exciting **Full Time Non-Unionized** opportunity in the **Financial Services Department** for an experienced and motivated individual*

**Supervisor, Payroll  
(JOB # J0919-0140)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

**Position Overview:**

Reporting to Accounting Manager is responsible for overseeing the coordination, maintenance and operation of payroll services, ensuring accuracy, timeliness and adherence to legislated regulations. Establishes guidelines, policies & procedures to ensure efficient and effective delivery of payroll services. Supervises the day to day operations of the payroll team ensuring compliance with the Employment Standards Act, Collective Agreements, OMERS Administration and corporate service standards.

**Qualifications and experience:**

- University degree in Finance, Commerce, Economics, or related field, or suitable equivalent.
- Successful completion of the Canadian Payroll Association Certified Payroll Manager program with a CPM designation.
- Minimum of five (5) years' progressively more responsible related experience in the payroll field, including a minimum of three (3) years of supervisory experience in a high-volume unionized environment.
- Municipal experience and a solid understanding of HR administration is an asset.
- Experience using JD Edwards Payroll Systems or similar complex electronic Payroll system.
- In depth knowledge of OMERS or other Defined Benefit Pension administration.
- Proficiency in utilizing Microsoft Office Suite, i.e. Word, Excel, PowerPoint, Outlook and other computer applications such as JD Edwards, database applications and modelling techniques preferred.
- Demonstrated working knowledge and expertise in Canada Revenue Agency (CRA), Employment Standards Act and other payroll related regulations and legislative requirements.
- Excellent analytical, interpersonal, problem solving and communication skills.
- Excellent organizational skills with attention to details and able to prioritize complex tasks and meet critical deadlines.
- Ability to deal effectively & courteously with the public, staff and other levels of government.
- Ability to exercise appropriate judgement and discretion in dealing with confidential information or material.
- Knowledge of and demonstrated ability in the City's core and leadership competencies as well as relevant departmental functional competencies.
- A valid Ontario 'G' driver's license, in good standing, with access to a reliable vehicle for corporate use.
- Ability to work outside normal business hours, as required.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please [click here](#) to apply online by **Friday, September 20, 2019**.

Please note that only candidates selected for interviews will be contacted.

*The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*