



Employment Opportunity

Payroll and Benefits Supervisor

Reference No. ADM-FIN-PBS-0222

PURPOSE: Reporting to the Finance Operations Manager, the Payroll and Benefits Supervisor provides leadership for the payroll and benefits function for approximately 450 Cowichan Tribes' employees. The Payroll and Benefits Supervisor exercises a wide range of decision making and flexibility within the scope of authority and is responsible for supervising and leading payroll and benefits staff to meet goals and deadlines. The Payroll and Benefits Supervisor is responsible for ensuring complete, accurate and timely payroll and benefits administration for the Cowichan Tribes in accordance with Canada Labour Code, other applicable legislation and filing requirements, and Cowichan Tribes' Financial Administration Law, policies and procedures. This position oversees the processing of approximately 15,000 payroll and benefits related transactions per year, with a total value of approximately \$19 million in related expenses. This is a full time, 35 hour per week permanent position.

RESPONSIBILITIES:

- Responsible for ensuring the completeness, accuracy and timeliness of bi-weekly payroll and benefits transactions and accounting within established deadlines;
- Maintain and assist in developing Employee Benefits programs that meet the needs of Cowichan Tribes' employees;
- Prepare and/or oversee the preparation of all required reports and forms including, but not limited to: Records of Employment, WCB remittances, Receiver General Remittances, OSFI Pension Plan Report etc.
- Responsible for conducting reconciliations of claims and premiums paid as necessary;
- Responsible for preparation and distribution of T4s within deadline;
- Responsible for the administration of the employee benefits program (short-term and long-term disability, group pension, extended medical, employees assistance programs) including application, follow up and maintaining communications with benefit plan providers;
- Ensure accurate and timely leave recording for employees;
- Reconcile payroll related balance sheet accounts on a monthly basis;
- Ensure the integrity and confidentiality of employee information is maintained within the accounting system;
- Responsible for calculating retroactive pay and processing overtime pay-outs;
- Discuss, present and provide information and reports to the Finance Operations Manager on payroll and benefits matters;
- Actively participates in the planning, design, development and implementation of the payroll and benefits system change within the accounting system;
- Assist with review and development of human resources policies and procedures relating to pay and benefits;
- Respond to questions, requests for information and/or concerns from the Operational Leadership Team and staff relating to payroll and benefits, and taking corrective action or following up, as necessary;
- Responsible to keep up-to-date with Cowichan Tribes' Financial Administration Law, policies and procedures, and other applicable laws and regulations, including but not limited to, Canada Labour Code, human rights, WorkSafe BC, Indigenous Services Canada, and Canada Revenue Agency requirements;
- Commit to on-going professional development, especially in the area of leadership, management and accounting/finance to ensure the policies and procedures are in compliance with Cowichan Tribes' Financial Administration Law, policies and procedures and applicable legislation that the organization must adhere to;



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- Responsible for the professional development of Payroll and Benefits staff, as required by the duties and responsibilities of each position;
- Other related duties as required.

EDUCATION AND EXPERIENCE: *(please attach all required documents)*

- Completion of a post-secondary diploma in finance/accounting/office administration is required
- Canadian Payroll Association (CPA) Payroll Compliance Practitioner (PCP) designation is an asset
- Demonstrated experience and proficiency with MS Excel at an expert level
- Demonstrated experience and proficiency with accounting systems, principles and practices at an expert level
- A minimum of five (5) years of recent progressive experience in financial administration in a large public sector organization, of which the most recent two (2) years must be in the supervisory role
- Experience working for a First Nations organization is preferred
- Effective December 1, 2021 full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. Successful candidates will be required to show Proof of Vaccination as a mandatory condition of their employment.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Complete knowledge of payroll and benefits processing, and related reporting in large public sector organizations;
- Excellent written and verbal communication skills;
- Demonstrated ability to motivate subordinates;
- Ability to prioritize, delegate tasks work to staff;
- Strong analytical and problem-solving skills;
- Excellent ability to conduct analysis of payroll and benefits data and make recommendations on corrective actions;
- Advanced analytical ability to comprehend policies, legislation/regulations, funding contracts, and other agreements which can often be complex in nature;
- Demonstrated attention to detail and accuracy. Consequence(s) of errors could potentially result in delays in the processing of payroll and benefits;
- Strong interpersonal skills and strong customer service focus;
- Professionalism and tactfulness when dealing with Cowichan Tribes' management, staff, contractors, vendors and external agencies even in high-pressure situations;
- Demonstrated ability to meet assigned deadlines with accuracy in an environment with constantly changing requirements;

HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed cover letter and three references to Human Resources by email before the deadline with the Reference # in the subject line of your email.

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Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. Tuesday March 22, 2022