



PAYROLL SUPERVISOR

Areas of assigned responsibility: payroll, employee benefit and insurance plans, and bursary processing. The Payroll Supervisor reports directly to the Deputy Director of Corporate Services.

The Payroll Supervisor is assigned the following specific areas of responsibilities:

1. Fiscal Responsibility

Role Expectations:

- RE 1.1 Provides supervision of payroll assistants to ensure payroll is processed in a timely and accurate manner.
- RE 1.2 Ensures payroll expenses are recorded in the financial information system in compliance with the Ministry of Education requirements.
- RE 1.3 Reviews payroll services to ensure continuous improvement in terms of value for money.
- RE 1.4 Assists in the implementation of upgrades and enhancements to the financial information system within areas of assigned responsibility.

Quality Indicators relative to fiscal responsibility:

- QI 1.1 Ensures payroll is administered in accordance with all collective agreements and contractual and statutory requirements so staff are paid appropriately and appropriate deductions are being made.
- QI 1.2 Ensures payroll information is accurately transferred to the financial information system and appropriate documentation is filed with relevant authorities in order to ensure all staff are paid in accordance to contracts. This includes initial employee setup, enrolment and maintenance of employees in appropriate benefit and pension plans.
- QI 1.3 Adequate internal financial controls exist and are followed in the areas of responsibility.
- QI 1.4 Ensures Board indemnity payments are processed in an accurate and timely fashion.
- QI 1.5 Ensures month-end information is received from schools and central office and is accurately posted into the payroll system to ensure subs and casuals are paid appropriately and timely information is available for monitoring absenteeism.

- QI 1.6 Ensures sick leave balances are accurate and appropriately applied on an annual basis.
- QI 1.7 Complies with all contractual and legislated payroll mandates including but not restricted to: all payroll deduction remittances, T4 and T4A information returns and summaries, Workers' Compensation Board Employer Payroll Annual Statement, Supplementary Employment Benefits, Employment Insurance rebate and Records of Employment is issued to employees by the prescribed deadline.
- QI 1.8 Provides information to the Accounting Manager to ensure invoices are prepared for reimbursement of sub pay from the STF, CUPE and the Ministry of Education when required.
- QI 1.9 Prepares working papers for the year-end external audit and annual report as required.
- QI 1.10 Support the Deputy Director of Corporate Services in remediating deficiencies identified in the Audit Report and Management Letter.
- QI 1.11 Inform the Deputy Director of Corporate Services annually about incurred and potential liabilities.

2. Personnel Management

Role Expectations:

- RE 2.1 Provides supervision of all Payroll Assistants.
- RE 2.2 Staff the Payroll Department with the best personnel.
- RE 2.3 Provides training to In-School Administrative Assistants on all payroll related functions.

Quality Indicators relative to personnel management:

- QI 2.1 Quality recruitment, orientation, staff development, disciplinary, evaluation and supervisor processes are developed and effectively implemented and in accordance with appropriate administrative procedures within the Payroll Department.
- QI 2.2 The Payroll Supervisor models a commitment to personal and professional growth.
- QI 2.3 The Payroll Supervisor models high ethical standards of conduct.
- QI 2.4 The Payroll Supervisor implements assigned personnel related administrative procedures (section 400 of the AP manual).

3. Administrative Procedures

Role Expectations:

- RE 3.1 Implements relevant assigned administrative procedures with integrity in a timely fashion.
- RE 3.2 Make recommendations within areas of assigned responsibility, to the Deputy Director of Corporate Services, to ensure related Administrative Procedures are kept current and are in compliance.

Quality Indicators relative to policy role:

- QI 3.1 Ensures compliance with Administrative Procedures as required in the performance of duties.
- QI 3.2 The Payroll Supervisor makes timely recommendations to the Deputy Director of Corporate Services regarding administrative procedures in areas of assigned responsibility.
- QI 3.3 The Payroll Supervisor provides administrative services including administrative procedure and policy research as required by the Deputy Director of Corporate Services.

4. Payroll Supervisor / Deputy Director of Corporate Services Relations

Role Expectations:

- RE 4.1 Establishes and maintains positive, professional working relations with the Deputy Director of Corporate Services.
- RE 4.2 Assist the Deputy Director of Corporate Services in providing the information which the Board requires to perform its role.

Quality Indicators relative to Payroll Supervisor / Deputy Director of Corporate Services relations:

- QI 4.1 Inform the Deputy Director of Corporate Services about Division operations within areas of responsibility.
- QI 4.2 The Payroll Supervisor interacts with the Deputy Director of Corporate Services in an open, honest, pro-active and professional manner.
- QI 4.3 The Payroll Supervisor implements the Deputy Director of Corporate Services directions with integrity in a timely fashion.
- QI 4.4 The Payroll Supervisor contributes positively to the effectiveness of Corporate Services and other meetings as required.

5. Strategic Planning & Reporting

Role Expectations:

- RE 5.1 Supports the strategic planning process in areas of assigned responsibility.
- RE 5.2 Implements plans as approved in areas of assigned responsibility.
- RE 5.3 Reports at least annually on results achieved.

Quality Indicators relative to strategic planning and reporting:

- QI 5.1 Provides timely Federal, Provincial and Division fiscal information, opportunities and challenges to the Deputy Director of Corporate Services.
- QI 5.2 Provide data regarding the key results identified in the Education Sector Strategic Plan (ESSP) within areas of assigned responsibility.
- QI 5.3 Reports at least annually on results achieved within areas of assigned responsibility.

6. Organizational Management

Role Expectations:

- RE 6.1 Demonstrates effective organizational skills resulting in Division compliance with all legal, Government mandates and timelines within areas of assigned responsibility.
- RE 6.2 Establish and maintain an effective record management system within areas of responsibility.

Quality Indicators relative to organizational management:

- QI 6.1 Complies with all Government and Division mandates (timelines and quality) within areas of assigned responsibility.
- QI 6.3 Annually assesses and reports on disposal of records in accordance with established guidelines.

7. Communications and Community Relations

Role Expectations:

- RE 7.1 Takes appropriate actions to ensure positive external and internal communications are developed and maintained within areas of assigned responsibility.

Quality Indicators relative to communications and community relations:

- QI 7.1 Represents the Division in a positive, professional manner.
- QI 7.2 Manages conflict effectively.
- QI 7.3 Interacts with Government officials in a productive manner resulting in a positive professional working relationship between the Division and the Government.
- QI 7.4 Consistently demonstrate a commitment to Division values as noted in Policy 1. In addition, consistently model servant leadership and positive ambassadorship.

8. Leadership Practices

Role Expectations:

- RE 8.1 Practices leadership in a manner that is viewed positively and has the support of those with whom she works most directly in carrying out the directives of the Deputy Director of Corporate Services.
- RE 8.2 Consistently acts in accordance with the Division cultural values.

Quality Indicators relative to leadership practices:

- QI 8.1 Provides clear direction.
- QI 8.2 Provides effective leadership.
- QI 8.3 Establishes and maintains positive, professional working relationships with staff.
- QI 8.4 Unites direct reports toward providing the Division payroll services in an efficient and effective manner.
- QI 8.5 I trust the Payroll Supervisor.
- QI 8.6 Empowers others.
- QI 8.7 Effectively solves problems.

Note: Leadership practices may be examined upon the direction of the Deputy Director of Corporate Services. Normally leadership practices are self-monitored by the Payroll Supervisor.

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