

Supervisor, Pay and Benefits

Human Resource Services

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

DUTIES

The Supervisor, Pay and Benefits provides leadership and support to a strong and competent Pay and Benefits team. As part of Human Resource Services' leadership team, the successful candidate will provide coaching and mentoring, while championing and sponsoring pay and benefit related projects. The Supervisor will be responsible for recognizing and leading the implementation of related process improvements and troubleshooting issues and guiding staff in issue resolution. The incumbent will also liaise with Human Resources staff and management to ensure issues are raised and addressed in a timely and effective manner, ensure accurate data processing, reporting and maintenance, and play a key role in calendar and fiscal year-end processing. The Supervisor will also support the testing, development and implementation of a new Human Resource Information System (HRIS).

REQUIRED QUALIFICATIONS

- Post-secondary education in Accounting or Finance. An equivalent combination of education and experience may be considered
- Payroll Compliance Practitioner (PCP) designation or in the process of completion
- Experience leading, coaching and mentoring a process driven team
- Experience in the processing of pay within an automated payroll system
- Experience in the application of payroll related legislation, auditing and payroll best practices
- Experience in identifying, promoting and implementing change in support of continuous improvement
- Demonstrated ability to prioritize and manage competing priorities and deadlines with a high degree of organization, accuracy and attention to detail
- Effective conflict resolution, and problem solving through collaboration and innovation
- Demonstrated ability to work collaboratively with HR staff to provide elevated level of customer service and develop and maintain relationships with College leadership based on clear communication, trust, respect and appreciation for others' needs and perspectives
- Experience preparing a variety of written communications including briefing materials, policies and announcements
- Extensive experience with Microsoft Office products and other business related applications
- Exemplifies the values and ethics of Red River College Polytechnic
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement
- Commitment to lifelong learning

ASSETS

- Certified Payroll Manager (CPM) designation
- Experience in the processing of garnishments and WCB claims and remittances
- Experience in the implementation of an automated payroll system or HRIS
- Experience in a unionized environment

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must provide a current and satisfactory Criminal Records Check

RRC Polytech campuses are located on original lands of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

COMPETITION NUMBER

2022-102

CLOSING DATE

June 24, 2022

SALARY

\$52,465 - \$71,851 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY ONLINE AT

mferreira141@rrc.ca

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr