

Payroll Officer

Corporate Services – Human Resources

Competition #49

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

Position Conditions: This is a full-time, permanent position of 36.25 hours per week. This position is not included in a Collective Agreement. The City of Brandon reserves the right to underfill this position.

NOTE: Successful applicants must pass a criminal record check.

Rate of Pay: \$82,577.37 – \$89,096.43 annually. (2025 Rates)

Closing Date: Applications will be accepted until the position has been filled.

This competition will include testing and an interview.

PURPOSE OF POSITION

Under the direction of the Director of Human Resources, the Payroll Officer is accountable for providing day-to-day administration and maintaining a full-service payroll system. The incumbent is responsible for providing Human Resource information services on all payroll-related functions such as labour contract interpretations, developing and coordinating delivery of pay-related initiatives that support the City's strategic plan such as, compensation and benefits, reporting, and analyzing employee data and making recommendations to management accordingly.

TYPICAL DUTIES AND RESPONSIBILITIES

- Prepare and maintain accurate reports by compiling summaries of taxes, deductions, leave, disability payments, and non-taxable wages.
- Prepare and distribute accurate payroll records such as but not limited to year-end tax slips and submit government filings to internal and external stakeholders within applicable timelines.
- Identify areas of improvement within the payroll process and lead the enhancement of payroll processes.
- Maintain confidential information by adhering to legal and ethical standards.
- Lead the payroll team which may include delegating, reviewing work, training, and coaching.
- Collaborate with cross-functional stakeholders to ensure the benefits and payroll services are delivered at best practice standards.
- Monitor and analyze expenses against the benefits budget to help prepare cost forecasts and budgets.
- Provide constructive and timely performance evaluations.
- Implement, maintain, and review payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensure accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Interpret diverse collective agreements, employment law, City policies, relevant legislation, and past practices to present or make recommendations on compensation and equity issues.
- Represent the City in the collective bargaining process including negotiations, grievances, and other union pay-related matters.
- Promote harmonious employee relations while guiding and coaching People Leaders on payroll issues.
- Assist stakeholders with payroll-related concerns.
- Administer WCB and LTD and facilitate Early & Safe Return to Work programs.
- Subject matter expert on the City's HRIS/Payroll system, including position management and

- organizational structure.
- Perform other duties as assigned.

Employee Development

- Educate employees on benefits, retirement planning and other pay-related matters.
- Foster a positive attitude within the team and towards the corporation.

Management & Administration

- Provide leadership for and/or participate in organizational and departmental initiatives, decisions, committees, and policy development as it relates to Payroll.
- Develop and maintain payroll system that meets the organization's information needs and legislative requirements.
- Develop strong positive relationships with stakeholders and provide coaching on Payroll initiatives.
- Guide and empower team members to develop their skills and abilities.
- Supervise, train, and provide performance management for Payroll Administrators.
- Supervise full cycle payroll activities, including year-end reconciliations.
- Facilitate the non-union pay administration program.
- Actively participate in and/or provide support services for special organizational projects related to Payroll.
- Complete government reports and surveys.
- Reconcile general ledger accounts on a biweekly, monthly, and annual basis.
- Prepare monthly benefits reports and remittances.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma
- Post-secondary certification in Payroll, Accounting, Business Administration, Human Resources, or related field.
- Minimum of five (5) years of progressive payroll administration experience in a unionized environment.
- Minimum of three (3) years of managerial or leadership experience.
- Minimum of two (2) years' experience using Dayforce payroll software in a unionized environment.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Certified Payroll Manager (CPM) or PLP designation is preferred.

WORK CONDITIONS

The Payroll Officer works independently and as part of the HR team providing support to a variety of people.

- Self motivated and quality driven to perform independently (daily)
- Wide variety of tasks requiring the ability to manage multiple unrelated projects and make independent decisions (daily)
- Work in a shared and consultative manner with other employees (daily)
- Report to the Director of Human Resources.

Please contact HR@brandon.ca for a complete job description

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!