

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT (FINANCIAL SERVICES DIVISION – PAYROLL & PENSIONS – STANDARD LIFE)

MANAGER, PAYROLL & PENSIONS

SUMMARY OF DUTIES

Reporting to the Director, Financial Services, manages the Payroll and Pension Section by ensuring timely and accurate payment of salaries to employees and pension payments to retirees while maintaining a high level of customer service.

GENERAL DUTIES

Manages the day-to-day operations, through subordinate supervisors, of the Accounts Payable, Accounts Receivable and Application Support Sections by providing leadership to a team of multi-functional professionals through:

- Hiring, motivating and training staff;
- Encouraging teamwork, a customer service orientation, continuous learning and improvement/innovation;
- Scheduling, assigning and reviewing work to ensure high standards of work quality and quantity;
- Maintaining operational efficiency and effectiveness by assessing, developing and implementing operational procedures and practices;
- Authorizing vacation, overtime and other staffing related requests;
- Monitoring and evaluating staff performance;
- Approving salary increments; and
- Recommending disciplinary action as appropriate

Develops, recommends and administers the annual budget for the Section and ensures expenditures are controlled and maintained within approved budget limits.

Develops and implements detailed work plans and recommends policies/practices for payroll and pension program specific requirements. Reviews operational areas to assess opportunities for re-engineering/reorganizing and to ensure best practices are considered or incorporated as appropriate.

Develops and implements internal payroll and pension procedures and control policies. Ensures internal controls and system standards and policies are maintained and that audit requirements are met. Assesses control procedures associated with each major payroll and pension function and develops and implements improvements as appropriate.

Provides consultative services and support to internal staff in the implementation of collective agreements, employment related legislation and policies and programs to facilitate correct decisions with regard to employee pay including interpreting employment legislation, recommending hiring as employer/employee relationship or contractor and appropriate statutory deduction requirements/strategies on settlements.

Ensures payroll and pension compliance with Federal/Provincial statutes and regulations and municipal by-laws and policies/procedures. Responds strategically to emerging business specific legislative, regulatory and policy changes by assessing the impacts on payroll and pension practices and developing and implementing strategies as appropriate.

Oversees the administration of the City's pension plans: OMERS, Hamilton Wentworth Retirement Fund (HWRF), Hamilton Municipal Retirement Fun (HMRF) and Hamilton Street Railway Plan.

Participates and attends the Joint HMRF/HWRF Pension Sub Committee.

Provides professional consultation, including reports to Council and its Committees for example, Council reports analyzing actuarial reports of the Pension Fund Valuation, providing the surplus/deficit position of the funds, including the current and future funding requirements and recommending sources of funding and any alternatives that may exist to address issues.

Develops and recommends corporate policies and implementation strategies related to payroll and pension.

Manages inquiries, issues and/or problems regarding payroll and pension functions and either responds or makes recommendations regarding an appropriate response.

Provides advice and direction to the Human Resources Division in developing human resource related policies/procedures and implementation guidelines as it relates to payroll and/or pension functions.

Recommends changes to collective agreements and identifies opportunities for streamlining processes related to payroll functions to the Labour Relations Division. Develops and provides costings for union negotiation proposals and monitors costs against budget provided.

Participates and attends arbitration and court hearings as a representative of the City of Hamilton as required.

Manages and participates in special projects and various committees/meetings related to payroll and pension management.

Manages and ensures the collection of employee related accounts receivable such as the computer loan program, bridging payments and overpayments.

Manages inquiries, issues and/or problems regarding accounts payable, accounts receivable and financial system functions and either responds or makes recommendations regarding an appropriate response.

Provides professional consultation, including reports, to Council and its Committees as it relates to accounts payable/receivable and the financial system.

Manages and participates in special projects and various committees/meetings related to accounts payable, accounts receivable and the financial system.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. University degree in Business Administration, Commerce or Economics and a recognized professional accounting designation (C.A., C.M.A., C.G.A.) with four years related and progressive management experience.
2. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
3. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
4. Strong leadership, facilitation, communication, presentation, interpersonal and organizational skills.
5. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.

6. Experience in designing and delivering customer focused programmes and services.
7. Strong computer skills with several years experience with Pension/Payroll computer software systems
8. Must have in-depth knowledge of Federal/Provincial legislation as it relates to the Payroll/Pension function.