

DISTRICT OF  <b>OAK BAY</b>	<b>Job Description</b> <b>District of Oak Bay</b>
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Position Title:	Manager, Payroll
Reports To:	Deputy Director of People, Safety & Compensation
Position Description Date:	April 2026
Position Reviewed or Amended	
Positions Supervised:	Payroll and Benefits Specialist; Payroll and Benefits Coordinator (part-time auxiliary)

**Nature and Scope of Work:**

Reporting to the Deputy Director, People, Safety, and Compensation, the Manager of Payroll is responsible for the overall administration, oversight, and continuous improvement of the District's payroll and benefits functions. This role ensures the accurate and timely processing of payroll for all employee groups and provides leadership in payroll systems, budgeting, financial analysis, legislative compliance, and reporting.

The Manager of Payroll serves as the organization's subject matter expert on payroll, benefits, and related systems, supporting People, Safety and Compensation, Finance, and leadership through analysis, reporting, and advisory services.

**Key Responsibilities:**

**Payroll Administration & Oversight**

- Manage and oversee the full-cycle payroll function for all employees, ensuring accuracy, timeliness, and compliance with legislation, collective agreements, and policies.
- Review and approve each payroll cycle, including complex and non-routine transactions such as new hires, terminations, retirements, settlements, retroactive pay, and benefit adjustments.
- Perform payroll processing as required to provide operational coverage.
- Ensure accurate pay coding, general ledger (GL) coding, reconciliation and analysis of payroll results, including comparisons to prior periods.
- Lead implementation of negotiated wage increases and calculate retroactive payments.

**Supervision & Leadership**

- Supervise, assign, review, and participate in the work of payroll staff.
- Provide training, guidance, coaching, and performance feedback.
- Act as the primary escalation point for complex payroll issues.

**Compliance, Remittances & Legislative Requirements**

- Ensure compliance with all applicable federal and provincial legislation and regulatory requirements.
- Review and approve statutory remittances and reconciliations, including CRA source deductions, WorkSafeBC, Employer Health Tax, and pension contributions.
- Oversee Municipal Pension Plan administration, including reconciliations and remittances across multiple employee groups.
- Monitor legislative changes (e.g., CPP, EI, income tax, benefits, pensions) and ensure timely system and process updates.

- Lead and support external audits (e.g., CRA, Service Canada, WorkSafeBC, Municipal Pension Plan) and implement recommendations.

#### **Financial Reconciliation & Reporting**

- Reconcile payroll-related general ledger accounts on a monthly, quarterly, and annual basis, including payroll liabilities and statutory accounts.
- Prepare payroll-related reports, including statutory filings and year-end reporting (e.g., T4s, T4As).
- Support financial statement preparation, including annual audit, wage accruals, remuneration reporting, and actuarial data requirements.
- Review and analyze wage expenses for financial reporting and forecasting purposes.

#### **Payroll Systems & Process Improvement**

- Administer and maintain payroll and time management systems, ensuring data integrity and alignment between systems.
- Recommend, test, implement, and document system configuration changes.
- Develop and enhance payroll processes, procedures, and internal controls to improve efficiency, accuracy, and compliance.

#### **Employee, HR & Organizational Support**

- Respond to and resolve complex payroll inquiries from employees, management, unions, and external agencies.
- Provide advice and guidance on payroll policies, procedures, and best practices.
- Support HR and Finance with reporting, analytics, and data requests.
- Provide payroll-related financial analysis to support collective bargaining and organizational decision-making.

#### **Budgeting & Year-End Activities**

- Participate in payroll and benefits budgeting processes, including preparation of annual salary budgets.
- Manage year-end payroll processes, including system close/open, reconciliations, and reporting.
- Administer the preparation, reconciliation, and submission of year-end tax forms and filings.

#### **Other**

- Perform related duties as assigned.

#### **Demonstration of the District's Workplace Values - CARE**

- **Connected** means we serve the community and each other with friendliness, kindness, professionalism, and respect – working as one team, sharing knowledge and supporting one another.
- **Accountable** means we do what we say we will do, take pride in our work and act with integrity.
- **Responsive** means we believe that finding better ways to serve is part of our growth and that progress and personal connection can co-exist.
- **Effective** means we deliver sustainable results in ways that nourish people.

#### **Required Knowledge Skills and Abilities:**

- Extensive knowledge of payroll principles, practices, and applicable legislation in British Columbia and Canada.
- Strong understanding of collective agreements and their application to payroll and benefits.

- Demonstrated leadership and supervisory skills.
- Advanced analytical and reconciliation skills, with strong attention to detail.
- Ability to interpret and apply complex policies, agreements, and regulations accurately.
- Strong understanding of payroll accounting, general ledger impacts, and financial reporting.
- Proficiency in payroll systems, HRIS platforms, and Microsoft Office applications.
- Strong communication and interpersonal skills, with the ability to explain complex payroll matters clearly.
- Ability to manage multiple priorities, meet deadlines, and maintain confidentiality in a fast-paced environment.

**Qualifications and Experience:**

- Payroll Compliance Professional (PCP) designation, Payroll Leadership Professional (PLP), or equivalent preferred.
- Post-secondary education in accounting, finance, business administration, or a related field, or an equivalent combination of education and experience.
- Minimum 5 years of progressively responsible payroll experience, including experience in a unionized environment.
- Supervisory or leadership experience preferred.
- Experience in a municipal or public sector environment is an asset.