



PAYROLL MANAGER

Job Description

Chilliwack Society for Community Living has exciting opportunities for employment, providing supports to individuals with developmental disabilities to enable them to be an integral part of the community.

- *Are you looking for challenging and rewarding employment?*
- *Are you a people person who likes to help, coach, mentor, guide and walk alongside others?*
- *Do you want to make a difference and build connections within your community?*

Interested in applying?

Visit: careers.cscl.org/apply-now

Why you should work for CSCL:

- *Recipient of the Canadian Non Profit Employer of Choice Award (neoc.ca) since 2017!*
- *Opportunity to positively impact the community and contribute to a “Centre of Excellence”*
- *Culture of appreciation, recognition and inclusiveness*
- *Training, job development, and professional growth opportunities*
- *Comprehensive benefits and Municipal Pension Plan (MPP), when eligible*
- *Competitive Salary: **\$65,000-\$85,000/Year***

What you'll do as the Payroll Manager:

- *All duties performed in compliance with legislation, statutory requirements, collective agreement and CSCL policy and procedure. Maintain confidential information by adhering to legal and ethical standards.*
- *Create a positive and supportive working environment. Lead the payroll team of administrators, which may include delegating, reviewing work, training, and coaching.*
- *Work with cross-functional stakeholders to ensure the benefits and payroll services are delivered at best practice standards. Manage the relationship with our payroll service provider.*
- *Identify areas of improvement within the payroll process and lead the implementation of new payroll processes and workflows. Champion the scheduling, time and attendance, and payroll components of the Avanti system and provide support and training to all staff.*
- *Prepare budgets and reports by compiling summaries of hours, earnings, taxes, deductions, leave, payroll costing, or other information as needed.*
- *Prepare year-end employee tax slips or forms and submit government filings to meet deadlines*
- *Adhere to all H&S policies and procedures and participate in all scheduled drills. During an emergency follows the Emergency Preparedness Plan and the directives for position.*



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Qualifications that will help your application:

- *Canadian Payroll Association / National Payroll Institute certification (Canadian Payroll Manager)*
- *Experience with Avanti system preferred*
- *Minimum 5 years' experience including supervisory/management level*
- *Subject matter expert on all things payroll and ability to communicate effectively to share this knowledge*
- *Knowledge of business finance including accounting principles and practices*
- *Excellent written and verbal communication skills*
- *Ability to manage multiple projects or assignments at one time and ability to multi-task*
- *Ability to meet deadlines while maintaining compliance and regulatory standards*
- *Superb research and problem-solving skills*
- *Provide a balanced and common-sense approach to routine and complex issues*
- *Work well while under pressure or in stressful situations*
- *Excellent interpersonal communication skills; ability to work and deal effectively with others, using tact and discretion*
- *Understand CSCL's goals and objectives and be aware of the role individuals with developmental disabilities can play in the community.*
- *Possess a valid B.C. Driver's License. Use of own vehicle will be required.*

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About CSCL:

The Chilliwack Society for Community Living (CSCL) is a non-profit organization that supports adults with developmental disabilities, children and youth with special needs and their families in the Chilliwack and surrounding areas since 1954.

CSCL holds its values and vision at the core of its operations and is dedicated to achieving its mission: to provide quality individualized supports to enhance the lives of adults with developmental disabilities, children and youth with special needs and their families.

For more information about CSCL, check out our main website:

www.cscl.org

