

Senior Payroll Advisor

Position Status:	Temporary Assignment up to 18 months
Posting Status:	Open
Location:	95 St Clair Avenue West, Toronto, ON M4V 1N6
Salary Range:	\$82,217 to \$121,155
Hours of Work:	36.25 per week
Posting Date:	October 15, 2024
Closing Date:	October 22, 2024

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Finance, Procurement and Logistics Division of Elections Ontario (EO) is seeking a highly motivated professional for the position of Senior Payroll Advisor who will play a key role in the implementation of a new payroll system to support Elections Ontario's operational and strategic goals.

What to expect in this role

Reporting to the Manager, Microsoft Dynamics 365 Implementation, you will:

- Provide leadership, advice and expertise on the implementation of a payroll system.
- Lead and facilitate workshops with cross-functional teams to define the business and system specifications to ensure the system configurations meet EO's payroll requirements, and to ensure compliance with employment legislation and payroll best practices.
- Collaborate with vendor's technical resources to configure and validate solutions to ensure EO's technical needs/requirements are met.
- Support data migration activities, including data transformation, extraction, cleaning, etc.
- Support system integration and end-user testing activities, such as identifying test scenarios and validating test results to ensure specifications/requirements and acceptance criteria have been met.

- Provide guidance on payroll and operational processes to ensure activities and processes comply with financial directives and standards, statutory and legislative requirements, and internal controls best practices.
- Modify policies, procedures, and practices to ensure compliance with any new/amended legislative and regulatory requirements related to personal information and payroll compliance.
- Support the establishment of processes, directions, financial policy and program frameworks for EO's financial, audit and payroll activities and lead the design, development, implementation, and monitoring of payments, payroll processing and periodic reporting.
- Provide project management support and report on status of assigned activities during the project lifecycle.
- Support product demonstration and end user training and documentation.

What you need to qualify

- Completion of the Canadian Payroll Association Certification Program and/or designated or in the final stages of completing the Payroll Leadership Professional (PLP) certification.
- Minimum 5 years full cycle payroll and audit experience.
- Must have previous experience with payroll system implementations and upgrades.
- Demonstrated knowledge of payroll plans, payroll systems/software, relevant tax regulations, procedures, and processes, with the ability to process a biweekly payroll.
- Advanced proficiency in spreadsheet-processing software, including data querying, and advanced data analysis techniques to work with large sets of data for completing complex variance analysis for financial audit, data imports/exports and year-end payroll reconciliations.
- Demonstrated experience and in-depth knowledge of the payroll rules, practices and legislation, and their application to provide guidance, support, and advice to team members regarding complex issues in the processing/administration of payroll (i.e. statutory deductions, T4, ROEs, etc.).
- Possess leadership skills to provide operational and functional guidance and advice to internal and external stakeholders.
- High attention to detail and well-developed communication skills to effectively liaise with management and staff, as well as excellent time management skills.
- Ability to protect and maintain confidential and sensitive information.
- Proficiency with Microsoft Office suite and financial & payroll applications/systems.



- Must be legally entitled to work in Canada.

The successful candidate will be required to work in-office 4-5 days per week based on operational requirements.

How to apply

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume as one attachment, quoting File #EO-2024-138 in the subject line, to the link: [Senior Payroll Advisor](#) no later than **October 22, 2024**. Applications without a cover letter will not be accepted

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.