



ADMINISTRATIVE OFFICER FOR PAYROLL, REMUNERATION AND BENEFITS

Champlain Regional College is seeking the services of an **ADMINISTRATIVE OFFICER FOR PAYROLL, REMUNERATION AND BENEFITS** to work on a full-time permanent basis. The position is located at 1301, boul. de Portland, Sherbrooke (Québec).

FUNCTIONS

Reporting to the Paymaster, the incumbent will oversee all payroll operations and the application of social benefits for the entire college and its constituents. More specifically, while maintaining uninterrupted payroll services, the incumbent will ensure maximum efficiency of the system's programming functions and ensure that it complies with all regulations and other requirements.

MAIN RESPONSIBILITIES

1. Prepares the schedule, oversees payroll operations and ensures that all payroll records are maintained in order and that they comply with policies and procedures, including all applicable government rules and regulations;
2. Performs reconciliation of all payroll accounts as well as monthly analysis in accordance with the general ledger;
3. Participates in the implementation and updating of computerized payroll and human resources information systems as well as the implementation of payroll changes in line with new rules and collective agreements;
4. Ensures the processing of remuneration and social benefits for management personnel of the college and its constituents;
5. Liaises with the college's Human Resources Services and its constituents to ensure that payroll-related activities comply with policies, collective agreements and employment contracts of all staff and maintains all HR-payroll documents are current (FAQ, forms, etc.);
6. Assists in the production of monthly and year-end reports;
7. Participates in the development and review of procedures relating to payroll operations and benefits;
8. Informs and supports payroll personnel in the application of regulations that affect all payroll operations.



COMPETENCIES

The Administrative Officer for payroll must demonstrate the following abilities:

- Teamwork, effective communication and organization;
- Leadership and diplomacy;
- Rigor, attention to detail and ability to work with tight deadlines;
- Analytical and results-oriented;
- Customer relations

QUALIFICATIONS

- Diploma of collegial studies or equivalent in an appropriate specialisation;
- Must have a minimum of three (3) years of pertinent experience;
- In-depth knowledge of payroll regulations, procedures and systems, preferably those used in the education sector, ideally those used in the CEGEP network
- Must be able to communicate effectively in both English and French, oral and written;
- Must have intermediate knowledge of computers, including the Microsoft Office Suite, as well as database systems.

SALARY

According to the provisions of the *Règlement déterminant les conditions de travail des cadres des cégeps* for a Class 3, the salary range is between \$60,864 and \$81,150.

HOW TO APPLY

Please submit your curriculum vitae and cover letter to: selectioncommittee@crcmail.net

N.B. Candidates will be required to submit to selection tests. Only candidates selected for an interview will be contacted.

Champlain Regional College hires on the basis of merit and is strongly committed to equity, diversity and inclusiveness within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. We invite candidates to identify themselves as members of a group covered by the *Act Respecting Equal Access to Employment in Public Bodies*.

START DATE: As soon as possible
DATE OF POSTING: Thursday, July 25, 2024
CLOSING DATE FOR APPLICATIONS: Wednesday, August 7, 2024, at 11:59 p.m.