



Position Title: Payroll Specialist	Supervisor Title: Chief Financial Officer
Classification: Financial Officer 21	Supervisor Position #: 00133283
Work Unit: Critical Audit Support Services, Finance	Office: Office of the Auditor General

CONTEXT

The Office of the Auditor General (OAG) serves and reports to the Legislative Assembly of B.C. by providing independent assessments of the provincial government's operations and financial statements. Staff assist the Auditor General in fulfilling that mandate.

The work of the Auditor General spans all provincial government ministries, as well as Crown corporations, and the broader public sector. The Auditor General's reports are presented to the Legislative Assembly and made public. Through these reports, the Auditor General assists the elected Members of the Legislative Assembly to hold government accountable and improve the delivery of services to the public.

JOB OVERVIEW

Reporting to the Chief Financial Officer, the Payroll Specialist functions as the payroll expert for the OAG. The Payroll Specialist has sole responsibility for developing and revising all internal payroll policy and procedures, and for planning, developing, managing, processing, and evaluating the OAG's payroll, leave, and benefits.

ACCOUNTABILITIES

- Responsible for all payroll and benefits transactions, ensuring that each employee is remunerated in accordance with statutory, OAG, and benefits administration requirements; ensures transactions are processed in a timely and accurate manner; keeps accurate records; and reconciles payroll accounts.
- Acts as the sole subject matter expert on all payroll, leave management, and entitlements for all OAG staff.
- Provides specialist advice to the data analytics team and senior leadership to support the management compensation framework.
- Ensures transactions conform to Terms and Conditions for Excluded Employees as well as the BCGEU Collective Agreement.
- Performs payroll audits to ensure accuracy of all final payments.
- Develops and recommends payroll and benefits policies and procedures, processing, and reporting for the OAG.
- Prepares and provides legal counsel with detailed and accurate financial options for sensitive and complex labour relations matters.
- Responsible for all payroll calculations, such as severance, retroactive payments, retirements, and providing that information to legal counsel and the executive team for decision making.
- Oversees and manages leave system entries for all staff.
- Manages payroll reports for external parties, including pension reporting and taxable benefits reporting.
- Prepares all payroll-related government forms, maternity/parental leave, ROEs, applications, transfers of employees and ensures administrative requirements are completed to meet legislative requirements.
- Prepares and provides regular, ad hoc, and year-end reports and projections to senior leadership.
- Provides specialist advice and policy interpretation to executive, Human Resources, and staff.

- Provides training on payroll, leave, and benefits to Financial Officer positions.
- Develops and provides payroll information and training to staff on new procedures or software changes.
- Liaises with internal staff and external partners to resolve and/or escalate complex issues, and ensures successful implementation, delivery and administration of payroll, leave and benefits services, systems, and operations.
- Works in tandem and collaboratively with Human Resources to ensure accuracy of payroll records, benefits and leaves.
- Participates in a payroll community of practice representing the office to external parties.

JOB REQUIREMENTS

Education and Experience

- Diploma or certificate in a related field, and
- a minimum of three (3) years experience in payroll and benefits administration.
- Experience must include:
 - Public service payroll experience including benefits administration, short-term illness and injury plans, and leave entitlements.
 - Experience administering payroll using PeopleSoft.
- An equivalent combination of education and experience may be considered.

Preferences

- Preference may be given to candidates who have the Payroll Compliance Practitioner (PCP) designation.
- Preference may be given to candidates with experience in Human Resources.
- Preference may be given to candidates with payroll experience in the B.C. public service.

Knowledge, Skills, and Abilities

- Strong knowledge of all applicable acts, regulations, policies, and procedures pertaining to payroll, benefits, leave, and pension administration.
- Knowledge of Terms and Conditions for Excluded Employees and the BCGEU Collective Agreement.
- Ability to maintain a high degree of accuracy and attention to detail.
- Skilled in the use of Microsoft Excel, Word, and Outlook.
- Strong ability to develop and maintain positive working relationships.
- Demonstrated ability in planning and organizing to meet scheduled deadlines under pressure.
- Problem solver with strong service orientation mind set.
- Excellent communication skills.
- Ability to provide expert payroll and benefits advice and direction.
- Ability to conduct ongoing evaluation of payroll processes, identify deficiencies, and recommend improvements.
- Ability to resolve problems with staff and external agencies.

BEHAVIOURAL COMPETENCIES

Achieving Business Results

Analytical Thinking

is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation and determine cause-and-effect relationships (“if...then...”) to resolve

	problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.
Problem Solving and Judgment	is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes, and generate solutions.
Planning, Organizing and Coordinating	involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

Personal Effectiveness

Continuous Learning and Development	involves a commitment to think about the ongoing and evolving needs of the organization and to learn how new and different solutions can be utilized to ensure success and move the organization forward. It also involves proactively taking actions to improve personal capability, and being willing to assess one's own level of development or expertise relative to one's current job, or as part of focused career planning.
--	---

Interpersonal Relationships

Teamwork and Cooperation	is the ability to work co-operatively within diverse teams, work groups, and across the organization to achieve group and organizational goals.
---------------------------------	---

Equity, Diversity and Inclusion

Cultural Agility	The ability to work respectfully, knowledgeably, and effectively with Indigenous Peoples and/or people from different social, ethnic and/or cultural backgrounds, cultures and identities. It is noticing and readily adapting to cultural uniqueness to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the Office of the Auditor General, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous Peoples. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.
-------------------------	---