



**CAREER OPPORTUNITY  
PAYROLL LEAD, WINNIPEG, MB**

CLOSING DATE: Monday, November 5, 2007 at 4:30 P.M.

Job Band: Associate Professional

**Position Overview:**

The key responsibility of this position is to provide payroll expertise and support to the payroll function as it relates to processing payroll and HRIS transactional events. This includes working in a team environment to achieve a successful payroll. This position requires the ability to work and make decisions without close supervision, solve business problems and improve work processes

**Principal Accountabilities:**

20%	<b>Process Improvements</b> -Responsible for identifying, developing and testing process improvements
20%	<b>Provide payroll expertise and support which includes:</b> - Consulting on payroll/HRIS processes. - Analyzing and resolving problems. - Documenting procedures and manuals. - Training/educating staff - Back up for Payroll Administrators - Back up for Payroll Manager - Assist with Year End when required
15%	<b>Processing Expatriate payroll</b> - Responsible for paying Expatriates accurately and on time - Responsible for administering and interpreting the pay packages
15%	<b>Customer Service to Business Units as required</b> - Providing a point of contact for Payroll Administrators at locations - Assist Payroll Administrators with resolving problems or issues - Establish and maintain excellent working relationships with Business Units
10%	<b>Participate on business and system projects as it relates to defining business requirements, consulting, checkpoint approvals, and implementation.</b>
10%	<b>Payroll system and process testing</b> -Testing for tax updates -Testing for process improvements -Testing for payroll issues
5%	<b>Source deduction remittances</b> -Responsible for the timely remittance of source deductions and Provincial Taxes
5%	<b>Working with Accounting/Treasury to resolve General Ledger issues</b>

Position Criteria:	
Excellent communication and interpersonal skills.	Required
Strong organizational skills with the ability to manage priorities.	Required
High School Certificate	Required
Ability to work in a team and with minimal supervision	Required
Demonstrated initiative, analytical, problem solving and decision making skills	Required
Strong quantitative skills required, including advanced spreadsheet skills	Required
Strong leadership model behaviors: adaptable, collaborative, high performance	Required
Strong focus on continuous improvement	Required
Ability to work overtime as required	Required
4+ years of HRIS/Payroll experience	Required
Demonstrated proficiency working with computers and various software applications, including working knowledge of Word, Excel spreadsheets and the Microsoft suite	Required
Demonstrated ability to meet deadlines while assisting others in a deadline driven fast in a paced environment	Required
Must be enrolled in or have completed the Canadian Payroll Association Payroll Manager program	Preferred Asset
Strong organizational skills and project experience	Preferred Asset
2+ years of PeopleSoft knowledge and experience	Preferred Asset
Knowledge of French language	Preferred Asset

HOW TO APPLY: Please submit your resume on our company website at [www.ichoossecargill.com](http://www.ichoossecargill.com). Please reference job #WIN00029.