



POSITION DESCRIPTION

POSITION TITLE: REGIONAL MANAGER OF PAYROLL

DEPARTMENT: FINANCE

CLASSIFICATION:

UNION: OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL DIRECTOR OF FINANCIAL SERVICES

POSITIONS SUPERVISED: PAYROLL CLERKS AND SENIOR PAYROLL CLERKS

POSITION SUMMARY

The Regional Manager of Payroll is a member of the Finance team and will report directly to the Regional Director of Financial Services. This position will be responsible for the functioning of the payroll department while demonstrating leadership in the commitment to service excellence. The Regional Manager of Payroll will be responsible for interpretation and application of regional policies and collective agreements, as they pertain to payroll. This role will be responsible for salary and related analysis and for all related accounting practices. This position will also act as a liaison with the Human Resources department. The position of Regional Manager of Payroll functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Management of the payroll department
- Management of salary analysis process
- Management of all payroll related accounting practices and procedures
- Work collaboratively with the Human Resource department and all clinical program areas

- Maintain knowledge of current collective agreements
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Certified payroll manager, accounting designation, business degree or related pertinent education

REQUIRED KNOWLEDGE:

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EXPERIENCE REQUIRED:

- Minimum 5 years related experience
- Demonstrated supervisory experience
- Demonstrated experience and understanding of accounting principles
- Experience in employee and labour relations

SKILLS/COMPETENCIES:

- Demonstrated analytical skills
 - Given the cultural diversity of the region, the ability to communicate in more than one language would be considered an asset
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - May be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility’s Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

Created: October, 2015
Date

Revised: December, 2016
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.