



**Position Title:** Payroll Administrator                      **Supervisor Title:** Manager, Budget and Reporting  
**Classification:** Administrative Officer 18                      **Supervisor Position #:** 00133283  
**Work Unit:** Finance and Administration                      **Office:** Office of the Auditor General

## Context

The Office of the Auditor General serves the Legislative Assembly and the people of British Columbia by providing independent assessments of government's financial statements and operations that enhance government accountability and performance. The auditor general's authority is derived from the *Auditor General Act*.

The work of the office spans all government ministries, as well as Crown corporations and the broader public sector. Reports resulting from direct assurance engagements are presented to the Legislative Assembly and are made public.

## Job Overview

Reporting to the Manager, Budgets and Reporting, the Payroll Administrator functions as the payroll expert for the Office and is responsible for developing and revising payroll policy and procedures, and for planning, developing, managing, processing, and evaluating the Office's payroll, leave, and benefits. The position is also responsible for administering the Office's Occupational Health & Safety (OH&S) program.

## Accountabilities

- Develops and recommends payroll and benefits policies and procedures, processing and reporting for the Office.
- Establishes payroll for Office staff using the PeopleSoft Corporate Human Resources Information and Payroll System (CHIPS).
- Manages payroll and benefits transactions, ensuring that each employee is remunerated in accordance with statutory, office and benefits administration requirements; transactions are processed in a timely and accurate manner; accurate records kept; and payroll accounts reconciled.
- Ensures transactions conform to Terms and Conditions for Excluded Employees and the BCGEU Collective Agreement.
- Identifies and initiates payroll corrections and ensures that corrections have been made.
- Provides subject matter expertise on payroll, leave management and entitlements for all staff.
- Provides regular, ad hoc and year-end reports and projections to senior management.
- Develops and provides payroll information and training to staff on new procedures or software changes.
- Liaises with internal staff and the Public Service Agency (PSA) to resolve and/or escalate complex issues and ensure successful implementation, delivery and administration of payroll, leave and benefits services, systems and operations.
- Works collaboratively with leadership and management teams, employees, contractors and Worksafe (B.C. and other provinces/territories) to resolve health and safety issues and ensure compliance with applicable legislation and regulations.
- Administers the office's OH&S program including scheduling OH&S meetings, drafting agendas, taking minutes, maintaining all needed documentation, scheduling quarterly inspections, tracking certification of committee members, tracking any issues and working with committee members and management to ensure resolution.

## JOB REQUIREMENTS

### Education and Experience

- Payroll Compliance Practitioner (PCP) designation and three years experience in payroll and benefits administration, or an equivalent combination of education, training and experience. (Prior to start of employment, successful applicants must confirm completion of PCP.)
- Experience in the research and drafting of new policies/procedures and recommending changes to existing policies/procedures.
- Experience developing and maintaining positive working relationships.
- Preference may be given to candidates with experience using CHIPS (PeopleSoft Corporate Human Resources Information and Payroll System).
- Preference may be given to candidates with experience of Public Service benefits administration, short term illness and injury plan, and special leave entitlements as per BCGEU.

### Knowledge, Skills, and Abilities

- 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.
- Knowledge of occupational health and safety.
- Ability to maintain a high degree of accuracy and attention to detail.
- Skilled in the use of Microsoft Excel, Word, and Outlook.
- Demonstrated ability in planning and organizing to meet scheduled deadlines under pressure.
- Problem solver with a strong, service-oriented mindset.
- 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.

### Candidates must be willing and able to:

- Be flexible regarding ongoing changes in responsibilities, assignments, and corporate structures.
- Work from the office, as required.

### Proviso

- Successful completion of security screening requirements of the B.C. public service, which may include a criminal record check, and/or *Criminal Records Review Act* check, and/or enhanced screening checks as required.
- Proof of COVID-19 vaccination is required of all staff. It is a term of acceptance of employment that you agree to comply with all vaccination requirements. Our policy is aligned with the COVID-19 vaccination policy for B.C. public service employees. At the Office of the Auditor General, the health and safety of our people is a high priority.
- We support a flexible work environment where you can choose what works best for you: working from home or in the office. However, working in the office may be required from time to time based on operational needs.

### Behavioural Competencies

- **Problem Solving/Judgment** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Impact and Influence** is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.

- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.

### Foundational Competencies

<b>Personal Accountability</b>	Taking responsibility and accountability over own actions, interactions and relationships with others and demonstrating a commitment to the delivery of results.
<b>Business Acumen</b>	Applying an understanding of the office and the public sector, to guide effective decision making, work prioritization and approach in alignment with business objectives.
<b>Continuous Improvement</b>	Demonstrating resilience, modeling agility and being open to change to enable and deliver continuous improvements.

### Critical Audit Support Services – Technical Competencies

<b>Technical Expertise</b>	Evaluates areas of best practices for potential application at OAG and develops recommendations for consideration. Acts as a point of contact in a particular area of expertise and responds to enquiries from across the office.
<b>Service Focus</b>	Develops an in-depth understanding of a client's needs, expectations and business. Applies client knowledge and insights to resolve basic issues and escalates to the relevant authority as appropriate.
<b>Business Infrastructure</b>	Demonstrates an in-depth knowledge of processes and tools. Coaches and educates others in the application of processes and tools and their respective roles and responsibilities.

### INDIGENOUS RELATIONS COMPETENCIES

- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order 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 people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

Employee Signature

Date