



MANAGEMENT POSITION AVAILABLE

English School Board

2022-2023 school year



Position :	Personnel Management Consultant – Payroll and Employee Benefits
Place of work :	Board Office - Human Resources - Payroll - Québec (QC)
Job status :	Regular Full Time (100%)
Immediate supervisor :	Director of the Human Resources
Starting date :	December 5, 2022

Brief description of the position

The person holding the position of Consultant in Staff Management will have a counselling and functional expertise role, within his or her field of competence, for the administrators of the School Board, in order to foster the optimal management of human resources, namely in the sectors of payroll and employee benefits. The position includes, among others, the following responsibilities:

- Coordinate the programs and procedures, and revise the systems used to enter and process data for the payroll, coordinate their implementation.
- Oversee every phase of the payroll overall cycle and ensure conformity of the remuneration paid to the School Board personnel to collective agreements as well as laws and regulations that apply.
- Support the School Board schools and Center and answer their requests, namely in relation to decentralized payments, budgetary projections linked to salaries and all matters pertaining to payroll and employee benefits.
- Plan, lead and oversee the operations linked to every new budgetary and fiscal year, to the massive change of salaries and the production of different monthly and annual reports (records of employment, tax slips, PERCOS, Declaration by the employer, etc.) for different organizations (Service Canada, Agence du revenu du Canada, Revenu Québec, Retraite Québec, MEES, CNESST, etc.).
- See to the implementation of control, access and security measures for the payroll data to ensure process compliance and confidentiality of information.
- Oversee the efficient management of collective insurance plans.
- Supervise and evaluate staff under his or her responsibility.
- Represent the School Board in all matters linked to his or her competency.
- Perform any other duties relevant to the job description assigned by his or her immediate supervisor.

Minimal required qualifications

- Undergraduate degree in a relevant field of studies certifying a minimum three-year university program or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under minimal qualifications.
- Two years of relevant experience.

Job profile

- Participative leadership and ability to mobilize a team
- High sense of ethics and thoroughness. Conscientiousness and attention to details
- Team spirit
- Openness, sound listening skills and excellent written and oral communication skills in English and in French
- Result-oriented
- Sound analytical mind and problem-solving skills
- Autonomy and initiative
- Flexibility
- Knowledge of laws and regulations related to remuneration and employee benefits.
- Excellent skills with information technology and Excel
- Ability to work with numbers
- Labour relation experience.

All interested candidates are asked to forward their application by November 28, 2022 at 4:30 p.m.

By email : nancy.lheureux@cqsbc.qc.ca

By our website : <https://www.cqsbc.qc.ca/en/careers>

Mention the posting number on the subject line of your email and on your resume.

An acknowledgement of receipt will be returned to your email address.

We thank all applicants for their interest in our organization. Only those selected for interviews will be contacted. All applications are treated in a confidential manner. We apply equal access to employment and we encourage women, visible and ethnic minorities, Aboriginal peoples and persons with disabilities to apply. People with disabilities who wish, may be assisted in the preselection and selection process.