

Payroll Supervisor

What Motivates You

You are obsessive about being professional and discrete. You understand the importance of privacy and confidentiality. You know how to handle tight deadlines and love that you are known for being extremely accurate. You're a natural leader that enjoys a cohesive team environment and thrives at providing customer service.

Your contributions to the team include:

Reporting to the Payroll Manager, the role will be responsible for overseeing the day-to-day operations of the payroll department including supervising the payroll staff.

- Coordinating the payroll process with other departments for the purpose of delivering services in compliance within established guidelines.
- Overseeing payroll staff and coordinate workload for the department.
- Ensuring compliance with provincial and federal legislation.
- Advising on assigned payroll activities and/or program components for the purpose of ensuring effective department functioning, coordinating activities.
- Assisting in developing and monitoring automated payroll systems
- Balancing payroll accounts by auditing information; identifying and resolving discrepancies; initiating journal entries.
- Compile data from a wide variety of sources (e.g., time sheets, payroll software, salary adjustments records, tax forms, etc.)

What you need to be successful:

- Minimum of three years' working experience in a payroll, bookkeeping, or accounting capacity
- Must have advanced Microsoft Excel knowledge using formulas and pivot tables.
- Minimum of one year in a supervisory role
- PCP designation preferred.
- Ceridian | Dayforce experience preferred.

Why Broadstreet?

Broadstreet Properties is a family owned and operated property management company partnered with Seymour Pacific Developments to build apartment and townhome communities. We are a growing organization made up of diverse team members who are motivated to continuously innovate our approach to asset management. We consider employee wellbeing a priority and are dedicated to protecting the health and safety of our teams while ensuring a workplace that is respectful of everyone. Broadstreet Properties Ltd. practices equal opportunity hiring and onboarding processes and is committed to creating an inclusive environment for all employees.

We offer competitive pay and benefits for the right successful candidate.

If this is you, we want to hear from you. Apply today at www.broadstreet.ca!