



This moment brought to you by
MARINE ATLANTIC

At Marine Atlantic, we need people like you to create moments like this.

Payroll Supervisor

At Marine Atlantic, we do so much more than get people from point A to point B. Whether it's reunions, long-awaited trips home, or the start of a new adventure, we bring people together. We couldn't bring people together every day without our own dedicated employees. Our employees embody our core values; they are diverse, safety oriented team-players who exhibit integrity and commitment, and always strive for excellence. Their understanding and commitment to our values make our employees an invaluable part of our organization.

Marine Atlantic is currently looking for **Payroll Supervisor** to work with our Payroll Department located in Port aux Basques, NL.

Marine Atlantic Inc.'s Payroll Department processes five distinct payrolls, including 6 collective agreements and a non-union group and is responsible for time/pay processing rules setup within the Time and Attendance system. This includes all premium processing (ie. shift differentials), stat holidays, and allowances. Payroll also ensures all leave bank balances, rates paid and periodic payouts are maintained accurately.

Reporting to the Payroll Manager, the Payroll Supervisor is responsible for the day-to-day operation of the Payroll department. This position processes regular payroll cycles while supervising staff to ensure Payroll deadlines are met.



Marine Atlantic
Marine Atlantique

Canada

marineatlantic.ca/hiringnow

Additional Key Areas of Responsibility:

- Track and ensure all deposits, payments, required forms, interfaces and analysis are completed on time.
- Problem solving and analyzing situations that arise daily involving payroll processing and related items.
- Remain knowledgeable of the system, clerk position duties, Payroll rules, union agreements, company policies and procedures
- Handle inquiries from employees and external stakeholders (ie. union reps, OAG, Statscan, Service Canada) as necessary.
- Work diligently, to promote a physically and psychologically safe working environment, that is diverse, accessible, inclusive and equitable
- Assist in the accomplishment of company objectives by performing other related duties as required.

What qualifications do I need to be considered for this opportunity?

Education and Experience

University Degree, preferably in accounting and/or equivalent work experience along with a minimum of 3 years supervisory experience preferably in an accounting environment

OR

A combination of equivalent education, job-related training, and work experience in a related position.

Additional Qualifications

- Knowledge and Experience in general accounting, payroll systems, spreadsheets and word processing applications
- Ability to Organize and Prioritize multiple tasks
- Process Documentation Skills
- Problem solving, analytical ability
- Leadership qualities and the ability to work as part of a team
- Ability to remain flexible and adaptable
- Strong communication skills
- Strong computer literacy, with sound knowledge of Microsoft Office programs



Asset Qualification

- CPA certification (CPM, PCP) would be considered an asset for this position and/or currently enrolled
- Knowledge of and experience in interpreting union agreements and experience in training employees would be definite assets for prospects for the position of Payroll Supervisor

Why work for the Marine Atlantic team?

As part of the Marine Atlantic team, you will participate in a variety of ongoing training programs and development opportunities to navigate your career and chart your course for success. We provide a positive and inclusive work culture that is dedicated to creating an environment which promotes diversity, employee growth, career development, and job satisfaction. Some benefits of working with Marine Atlantic include competitive salaries, defined benefit pension plan, comprehensive health benefit packages, and professional development opportunities. Come experience the pride of working with an organization with newly constructed and revitalized infrastructure that has positioned itself for the future.

How do I become a part of the team?

If you meet the listed qualifications, are interested in this opportunity and exemplify our core values, please apply online before **4 pm (Atlantic Time) on 18 February 2022**.

All applicants must apply online:

www.marineatlantic.ca/hiringnow

Note

- Marine Atlantic recognizes the importance of vaccination to reduce the risk of spreading COVID-19 while continuing to provide an essential service to the province of Newfoundland and Labrador. All employees are required to follow Marine Atlantic Covid-19 protocols. As mandated by the Government of Canada, all employees, including new hires, are required to be fully vaccinated for COVID-19, unless a reasonable accommodation is requested and authorized based on one of the prohibited grounds of discrimination as defined by the Canadian Human Rights Act. As part of the recruitment process, proof of vaccination for COVID-19 will be required or the necessary documentation to provide an approved accommodation.



Additional Information

Marine Atlantic is a Federal Crown Corporation that provides a vital ferry service link between Newfoundland and Labrador and mainland Canada.

At Marine Atlantic, we are dedicated to building and fostering an inclusive and diverse environment, where all employees and customers feel welcomed, valued, and respected.

Marine Atlantic invites applications from all qualified candidates and hires on the basis of merit. We are committed to the principles of equitable employment for all and strongly encourage applications from women, Indigenous Peoples, persons with disabilities, visible minorities and 2SLGBTQIA+ community members. If you are a member of one or more of these groups, please state to which group(s) you identify in your cover letter, resume or application.

To receive this job poster in an alternative format or to discuss alternate ways of completing the online application, please contact the Marine Atlantic Human Resources Department, in confidence, at recruiting@marine-atlantic.ca.

We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you need to be accommodated during any phase of the evaluation process, contact the Marine Atlantic Human Resources Department, in confidence, at recruiting@marine-atlantic.ca.

