

Payroll Supervisor/Manager

Canada (hybrid)

The Corporate Payroll Supervisor/Manager will be responsible for performing the day-to-day payroll operations in a fast-paced work environment and managing all aspects of North American payroll operations, which includes overseeing company payments, reviewing payroll changes, and compiling payroll summaries for management review.

Key Responsibilities:

- Process and audit bi-weekly and supplemental payrolls accurately and timely
- Manage all aspects of the payroll process, such as approving transactions and reviewing exemptions
- Main point of contact for any payroll-related inquiries, payroll account reconciliations, and payroll system changes and upgrades, etc. and escalate when appropriate
- Work with HR to ensure all new hires, terminations, and payroll changes are processed on time and correctly
- Audit payroll transactions to ensure that accounts, payment dates, taxes, and controls are accurate and up-to-date
- Develop and maintain quality control and process review, while ensuring payroll and tax compliance
- Create monthly, annual, and ad hoc payroll reports as needed
- Oversee payroll year-end reconciliation and reports (e.g., EHT, WSIB, T4, T4A, W2, etc.)
- Manage the relationship with Dayforce Tax (our TPA) for tax filings, including 941 filings, company responsible jurisdictional filings, amended quarterly returns, and any tax-related inquiries
- Prepare, process, and reconcile tax slips, summaries, as well as CRA and IRS statements and deductions
- Oversee the reconciliation of payroll-related general ledger (GL) accounts, including payroll accounts, benefit deductions, tax withholdings, and other payroll liabilities, to ensure all entries are accurate and discrepancies are promptly investigated and resolved
- Partner with Internal Audit, Finance, HR, and others to gain knowledge, maintain good relations and stay current on system and process improvements
- Maintain an up-to-date knowledge of all payroll and tax legislation, rules, and any ongoing government requirements/compliance, and manage changes with internal partners
- Ensure timely and compliant preparation and submission of Records of Employment (ROEs), and respond to Service Canada inquiries as required
- Assist in U.S. and Canadian benefits administration, reconciliation, and vendor payments
- Process benefit contributions, payments, deductions, and reports
- Support external payroll compliance requirements and year-end activities, including coordination with third-party vendors, reconciliations, statutory filings, and reporting.



Qualifications and Expertise:

- Bachelor's degree in accounting, finance, human resource management, or a similar field
- PCP, CPM, or CPP designation
- Minimum 10+ years of full-cycle payroll processing experience, including 3+ years in payroll management
- Advanced proficiency in Microsoft Office, especially Excel and extensive experience with payroll software, specifically Dayforce
- Deep knowledge of Canadian and U.S. payroll legislation, labor standards, taxation rules, and year-end reporting processes
- The ability to ethically work with employee-sensitive information
- Solid knowledge of data-entry management
- Self-starter with excellent organizational skills with attention to detail and the ability to prioritize complex tasks and meet critical deadlines
- Bilingual (French/English) an asset

Compensation, Location, and Benefits:

- The expected salary range for this role is \$80,000 - \$120,000 CAD. Compensation will be determined based on candidate location, skills, experience, and review of internal and market rate analyses
- Eligible for variable compensation plan based on performance and company goals
- Paid vacation, sick days, and holidays
- Medical, dental, and vision insurance
- RRSP matching retirement plan
- Many more ancillary benefits

How to apply:

Send your cover letter and resume to recruiter@people20.com and reference the job title and location.

About People2.0:

People2.0 is the world's leading enabler of flexible, mobile, on-demand, and remote work arrangements, including portable support solutions for independent contractors. The company's global network of in-country, company-owned and operated establishments enables talent suppliers to hire any worker anywhere in any arrangement. Whether hiring locally or globally, People2.0's employer of record (EOR) and agent of record (AOR) services keep contingent workers in compliance with local and international regulations.

To learn more, visit [People20.com](https://people20.com).

People2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.