

Job Title	Payroll and Benefits Supervisor	Classification	Grid Level 21
Department	Human Resource Operations	Date Updated	June 2026
Reports to	Payroll and Benefits Manager		

PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

DEPARTMENT SUMMARY

The Human Resource Operations (HRO) department provides effective human resource and payroll services to meet the needs of and support the Legislative Assembly Administration’s people resources, caucuses, members, and their legislative and constituency office staff. The department’s core functions include human resources advisory services; recruitment and staffing; employee relations; learning and development; compensation; employee safety, health and wellness; and the administration of payroll and benefits.

JOB SUMMARY

Reporting to the Payroll and Benefits Manager, the Payroll and Benefits Supervisor leads the delivery of accurate, timely, and compliant payroll and benefit services for a client group of approximately 900 employees. This role provides day-to-day leadership, coaching, and support to the payroll team, fostering a culture of accountability, service excellence, and continuous improvement. The supervisor oversees payroll operations, ensuring compliance with all legislative and policy requirements, and collaborates with internal stakeholders and external partners. The role also drives process improvements, supports system optimization (including Workday), and participates in audits to strengthen overall payroll and benefits service delivery.

KEY RESPONSIBILITIES

- Leads, mentors, and develops the payroll and benefits team, enabling a culture of accuracy, efficiency, and support.
- Supports the development and training of team members to build skills and knowledge.
- Oversees payroll runs and reporting/remittance requirements, coordinates system integration with financial services and ensures compliance with statutory, legislative and policy requirements.
- Responds to payroll and benefits-related inquiries, providing prompt and clear responses to client groups.
- Conducts payroll and benefits training sessions for employees and managers as needed.
- Interprets and applies payroll, tax, benefit and accounting related rules, regulations, policies, procedures, and legislation to ensure compliance.

- Participates in coding, keying, and reconciling data and accounts, ensures transactions are processed in a timely and accurate manner.
- Liaises with federal and provincial government agencies, third party benefit providers and the BC Pension Corporation regarding payroll, benefits and leave management matters.
- Maintains knowledge in regulatory changes and reporting requirements that impact payroll services.
- Coordinates year-end activities including the preparation and distribution of T4s, ensures accuracy and compliance with federal regulations.
- Reviews processes, policies, and procedures, makes recommendations, develops, and implements approved changes to enhance overall payroll delivery.
- Participates in internal payroll audit activities and assists with external audit processes to ensure best practices in payroll administration.
- Contributes as an active team member on departmental initiatives such as participating in project work, working as a team to improve processes and procedures, supporting events and/or participating in committees.
- Supports ongoing functionality and optimization of Workday ensuring effective delivery of payroll and benefits services.
- Supports the Manager by examining processes and recommending ways to leverage technology to support payroll and benefits services.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC
 Chief Human Resources Officer
 Director, Human Resource Operations
 Payroll and Benefits Manager
Payroll and Benefits Supervisor

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in business, accounting, or a related program, plus at least 3 years of payroll experience (including at a supervisory level), or an equivalent combination of education and experience.
- Payroll Compliance Professional (PCP) designation and/or Payroll Leadership Professional (PLP) designation are considered an asset.
- Experience using and/or implementing Workday or similar Enterprise Resource Planning software is considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Solid understanding of payroll processes and relevant legislation, source deduction and government remittance procedures.
- Proficiency with payroll software and HRIS systems along with strong Microsoft Excel skills.
- Knowledge of benefit and pension plan structures and classifications and compensation systems.
- Understanding of general accounting and taxation principles, and the accounting cycle and its processes.

- Excellent organizational, analytical, and problem-solving skills; strong attention to detail and ability to handle confidential information.
- Ability to communicate effectively with all levels of the organization, customer-service oriented and strong team supervision abilities.
- Strong customer service skills for both internal and external clients.
- Continuous improvement mindset, openness to new and/or better ways of doing, and continuously striving to deliver the highest performance.
- Ability to work both independently and collaboratively.
- Demonstrated ability to prioritize tasked in deadline-driven environments, effectively managing multiple tasks simultaneously to ensure timely and successful completion.