



## Lead, Payroll, Total Rewards and HRIS

### **We are looking for a highly motivated Lead, Payroll, Total Rewards and HRIS to join our team!**

As part of a small, passionate and accomplished team of Human Resources professionals, the Lead, Payroll, Total Rewards and HRIS is responsible for the development, implementation, operationalization and ongoing management of the organization's total rewards programs. These programs include payroll, compensation, benefits, pension and HR Systems. The Lead will define and scale IMCO's total rewards strategy to ensure market competitiveness, and alignment to IMCO values to help drive business performance. As the Lead, Payroll, Total Rewards and HRIS, you will be responsible for payroll, internal mobility, benefits and perks, compensation, as well as overseeing administration of the HRIS, and HR reporting and metrics.

### **As a Member of Our Team, You Will be Responsible For:**

- Work with the HR team to develop and implement a Total Rewards strategy to attract and retain high caliber talent
- Create and manage a program schedule for the incentive and long-term incentive compensation programs, including preparation of data analysis, calculations, communications materials, payment processing and reporting
- Participate in a variety of benchmarking / survey activities, including data collection, job matching and submission as well as analysis of outcomes and supporting recommendations
- Work collaboratively with HR Team to provide compensation recommendations to support recruitment and promotion efforts taking into consideration internal equity and external competitive pay practices
- Initiate, process and administer bi-weekly and annual payroll cycles, ROE, T4s, incentive bonus payment(s), and out of cycle pay adjustments
- Oversee all benefits strategies and overall administration of benefit plans in partnership with benefit broker to review plan designs, manage the annual renewal process, control costs and recommend enhancements
- Responsible for benefits administration for medical, flexible spending accounts, dental, vision, life and disability insurance programs including managing vendor relationships, open enrollment and health fairs
- Responsible for all aspects of employee leaves, vacation, PTO, and STD/LTD plan, including the tracking and reporting of absences
- Oversee the administration of IMCO's defined benefit pension plan, working in partnership with the Ontario Pension Board as the PSPP plan administrators, communicate with plan members and beneficiaries on their pension entitlements, and provide guidance to staff
- Perform job analysis, write job descriptions, assign job codes and recommend salary grade assignments using market survey data and point factor system, provide supporting information and documentation that clearly articulates the rationale
- Participate in job evaluation and grading processes, including providing managers and the HR Team with advice and assistance with respect to promotions and reclassifications, recommendations on new hire grading
- Ensure data integrity of the HRIS, define key metrics and insightful reports to help business leaders make decisions, perform end-user systems testing and audit reports and records as necessary
- Work closely with Finance to provide analysis and support in the annual budget cycle

### **What do you need to succeed?**

- University Degree in Business Administration, Human Resources or another related field

- 7 years of experience in payroll, compensation, pension, benefits and HRIS and program administration
- 5 years of full cycle Payroll processing, including yearend execution
- Experience defining a total rewards philosophy and defining company specific strategy for rewards that support values, business goals, and culture
- Demonstrated ability in the delivery of new compensation related initiatives from project management to implementation
- Experience implementing and/or managing an HR system (People Soft, Workday, ASP, Oracle)
- Highly analytical in approach to developing recommendations, collecting, extracting, analysing and manipulating large data sets, with an ability to read, analyse, and interpret common financial reports, contracts, and legal documents
- Experience with the administration and development of compensation, benefits and defined benefit pension programs
- High emphasis to safeguard confidentiality when handling sensitive data
- Experience with medical, dental, life, STD, LTD insurances, working with brokers, and multiple providers
- Highly developed presentation skills, with experience presenting to executive level staff
- Strong understanding of priorities and deadlines with a sense of urgency
- Extensive knowledge of various Microsoft office products including advanced Excel skills to support statistical analysis and modelling
- Financial Services industry experience preferred
- Working knowledge of provincial employment standards legislation in Ontario

### **What IMCO Can Offer You:**

We thrive on the challenge to be our best, to deliver an unparalleled employee experience and to work as one team to continuously improve the management of broader public sector investment funds. In addition to offering a competitive salary and comprehensive benefit package, we pride ourselves on helping you reach your potential, making a difference in our communities, and achieving success that is mutual.

### **Are you interested in this exciting opportunity?**

**If yes, please send your resume to [careers@imcoinvest.com](mailto:careers@imcoinvest.com) by June 15, 2018.**

*We thank all applicants, however, only those selected for an interview will be contacted.*

*IMCO is committed to providing accommodation for people with disabilities in its recruitment process. Please advise IMCO if you require an accommodation and we will work with you to meet your needs. Candidates being considered for this position will be required to submit to a background screening.*