



## Payroll Supervisor – Field Election Official Payroll and Expenses (2)

<b>Position Status:</b>	Temporary Assignment to March 31, 2027
<b>Posting Status:</b>	Open (2)
<b>Location:</b>	(On-site) 26 Prince Andrew Place, North York, ON, M3C 2H4
<b>Salary Band:</b>	\$84,478 - \$124,487 per year
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	May 21, 2026
<b>Closing Date:</b>	June 8, 2026

### Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda.

At the heart of our work is a commitment to democracy – making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

### Join our team

The Finance and Procurement Division is seeking two highly organized and detail-oriented Supervisors to lead the teams responsible for processing payroll and expenses for field election officials across the 124 provincial electoral districts.

This role requires strong leadership skills, exceptional payroll expertise, and the ability to ensure accuracy, compliance, and timely service delivery in a fast-paced environment.

### What you can expect in this role

Reporting to the Manager, Finance and Payroll, you will:

- Provide effective supervision and guidance to a team responsible for daily payroll operations, oversee the processing of compensation changes, expense reimbursement, corporate credit card reconciliations, and adjustments.
- Oversee the administration and reconciliation of payroll, employee expense claims and corporate credit card transactions in accordance with organizational



policies and government guidelines, ensuring timely and accurate reimbursement through payroll and/or accounts payable processes.

- Oversee the full cycle processing of salaried and hourly payroll in compliance with payroll legislation, including issuance of the employment related forms (T4, ROEs, etc.).
- Provide leadership, performance management and coaching to staff, ensuring clear expectations, accountability, and continuous skill development.
- Review and approve payroll and expenses to ensure accuracy, policy adherence, and compliance with legislative requirements.
- Monitor workload and workflow, adjusting priorities and staffing needs to meet deadlines and service standards.
- Monitor, track, and report on the team's progress, risks, timelines, and deliverables.
- Coordinate cross-functional work with Field Operations Management, Budgeting, HR, and other internal stakeholders.
- Identify opportunities for process efficiencies and support the implementation of new tools, practices, and system enhancements.
- Modify policies, procedures, and practices to ensure compliance with any new/amended legislative and regulatory requirements related to personal information and payroll compliance.
- Maintain confidentiality and accuracy when handling sensitive payroll and personal information.

## **What you need to qualify**

- Completion of the National Payroll Institute Certification Program and/or designated or in the final stages of completing the payroll certification is an asset.
- Minimum 5 years full cycle payroll experience; supervisory or team-lead experience preferred.
- Demonstrated knowledge and experience of payroll, relevant tax regulations, procedures, and processes, with the ability to process payroll.
- Demonstrated experience and in-depth knowledge of the payroll rules, practices and legislation, and their application to provide guidance, support, and advice to



staff and management regarding complex issues in the processing/administration of payroll (i.e. statutory deductions, T4, ROEs, etc.).

- Proven leadership skills to provide operational and functional guidance and advice to internal and external stakeholders.
- Advanced proficiency in spreadsheet-processing software, including data querying, and advanced data analysis techniques to work with large sets of data for completing complex variance analysis for financial audit, data imports/exports and year-end payroll reconciliations.
- Interpersonal, negotiation and consultation skills to work effectively and establish strong working relationships with all stakeholders (including senior leadership, management and staff) to provide financial advice, processes, procedures and policies.
- Foster a culture of continuous improvement, service excellence, and teamwork.
- Demonstrated ability to analyze pay issues and conduct detailed investigations.
- Experience using Dayforce is preferred, experience with D365 is considered an asset.
- Must be legally entitled to work in Canada.

**This role requires in-office presence five (5) days per week. There is no hybrid option.**

**The successful candidate will be required to complete background and social media checks as part of the recruitment process.**

## **How to apply**

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your **cover letter and resume as one PDF attachment**, using format: **EO-2026-59, First Name Last Name** in the subject line, to [jobs@elections.on.ca](mailto:jobs@elections.on.ca), no later than **4PM on June 8, 2026**.

**Please note: Applications without a cover letter will not be accepted.**

We thank all applicants for their submission, but only those candidates selected for an interview will be contacted.



## How to request an accommodation

Elections Ontario is an equal-opportunity employer. We are committed to fostering an inclusive, equitable, and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the Ontario Human Rights Code, we provide accommodation for applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email [hr@elections.on.ca](mailto:hr@elections.on.ca).

At Elections Ontario, all resumes are screened by the Talent Acquisition team and Hiring Managers, without the use of AI. Criminal record checks also do not use AI. However, AI technology is used when conducting social media checks.

Elections Ontario posts salaries in accordance with ESA pay/transparency legislation. Individual salaries within the anticipated salary range are determined through various factors, including but not limited to internal equity, education, relevant experience, knowledge and applicable skill sets.