

OPEN TO THE PUBLIC
MANAGER, ACCOUNTING AND PENSION PAYROLL

DEPARTMENT OF FINANCE
PENSIONS & BENEFITS

LOCATION – Charlottetown
FULL-TIME EXCLUDED POSITION
(Commencing immediately)

The PEI Department of Finance and Treasury Board Secretariat aims to encourage the development of an innovative, diverse and inclusive workforce which enables the organization to realize its goals. Reporting directly to the Director as a member of the senior management team, the purpose of this position is to supervise and direct the day-to-day accounting and pension payroll of the following pension programs: Civil Service Superannuation Act, Teachers' Superannuation Act, Members of the Legislative Assembly Pension Plan, Senior Compensation Pension Plan and Judges' Pension Plan. The incumbent is responsible to take the lead on all accounting, auditing, budgeting, actuarial valuations and financial analysis aspects, including: providing expert advice to senior management and pension commissions, coordinating Valuation Assumption Committee (VAC) meetings, supervising all accounting and payroll functions for the section, developing and maintaining internal control procedures, and ensuring all pension plans and benefit programs are in full compliance with legislative requirements.

Duties Include:

- Responsible for the preparation of year end working papers, adjustments, and note disclosures for Government's obligations and benefit expense of the EB vote, including the pension plans and other post-employment benefits, to be reported in Public Accounts Volume I and II;
- Provide expertise and supervision on the preparation of annual budgets and quarterly forecasts, on an accrual basis, for Government's expense to provide pension (CSSF, TSF, MLA, MLA Supp, SCP, Judges) and other post-employment benefits, such as, Workers Compensation, retirement/severance, vacation, and sick leave;
- Supervise financial accounting for the pensions plans under administration including: preparation of financial statements, timely collection of pension contributions from employees and employers for 17 participating employers, ensure accurate recording to appropriate accounts, accurate receipting and/or payment per pension fund;
- Provide general accounting/auditing/tax expertise as required to various pension plans;
- Responsible for preparing annual base budgets (~\$14 million total for 2 plans) and forecasts/updates as requested by each of the Pension Commissions that are charged with plan oversight;
- Analyse and evaluate the financial impacts of special projects approved by each of the Pension Commissions;
- Supervise CSSF and TSF payroll operations, ensuring adequate controls and processes are in place to accurately pay approximately 7,000 pensioners on time, with an annual payroll of approximately \$150 million;
- Expert knowledge and leadership of Ariel Payroll (AP) and Great Plains (GP) systems used to process and account for pension payroll and termination payments;
- Provide leadership and oversee all accounting or pension payroll projects undertaken;
- Responsible for co-ordinating the overall workload of accounting and pension payroll staff to ensure that the many different projects and daily tasks are completed by their deadlines;
- Coach for performance development and conduct regular performance reviews;
- Provide complex calculations, sensitivity analysis, and detailed reports to the Minister of Finance's Valuation Assumption Committee;
- Expert knowledge of the terms of eligibility based on various collective agreements, including UPSE Civil, Excluded, and CUPE locals as it pertains to the provision and control of retirement and severance pay;
- Other duties as required.

Minimum Qualifications:

- A Chartered Professional Accountant (CPA) designation with strong knowledge of the CPA, IFRS and PSAB accounting and auditing standards is required;
- Extensive experience in financial accounting and auditing in a complex computerized environment is required;
- Extensive experience in budgeting, financial planning and administration is required;
- Extensive experience in management and supervision is required;
- Experience in pension and benefit administration is an asset;
- A Pension Plan Administration Certificate (PPAC) is an asset;
- Experience in establishing policies and developing procedures is required;
- Experience in project management;
- Experience in change management;
- Must have a good previous work and attendance record;
- The successful applicant must provide a satisfactory Criminal Records Check prior to beginning employment.

Other Qualifications:

- Excellent leadership, conflict management and critical thinking skills;
- Excellent time management and organizational skills;
- Strong analytical, deductive reasoning and problem-solving skills;
- Excellent computer skills using spreadsheets, computerized accounting and payroll systems and Word processing;
- Ability to work independently and with self-initiative;
- Very strong interpersonal skills, both written and oral. Must be able to present findings in an understandable and non-technical fashion to senior management and/or Pension Commissions.
- Very strong facilitation and team building skills;
- Strong self-awareness, self-regulation, motivation, empathy, and social skills.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.

Salary Range: \$39.05 - \$48.81 per hour (Level 21 Excluded)
Bi-Weekly Hours: 75.0 hours bi-weekly
Posting ID: 154810-1222FPI
Closing Date: Monday, January 30, 2023 5:00 p.m.

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our website at www.gov.pe.ca/jobs. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.