

What you'll do:

The Toronto Blue Jays Finance team is looking for a new Sr. Manager, US Payroll & Benefits. Reporting to the Director, Finance, the Sr. Manager, US Payroll & Benefits will lead the Club's US Payroll & Benefits function, which is responsible for administering and processing payroll and benefits for the club's Major League players, Major League coaching staff, Minor League players, and US-based staff.

The role's primary responsibilities can be broken down into the following categories:***US Payroll***

- Oversee processing of various payrolls for Major League players, Major League coaches, Minor League players, US-based and international staff. Payroll schedules are monthly, semi-monthly and biweekly.
- Oversee process of tracking player movement between clubs owned and/or operated by the Blue Jays (Toronto Blue Jays, Buffalo Bisons, New Hampshire Fisher Cats, Vancouver Canadians, Dunedin Blue Jays, Dominican Summer League Blue Jays) and ensure that payroll remittances are adjusted accordingly.
- Oversee process of making deductions at source for both US and Canadian federal and state/provincial taxes (to ensure taxation and salaries are correctly apportioned to the correct government entities).
- Remain up-to-date on international working standards (in the Dominican Republic and South America) and ensure compliance with relevant laws and regulations.
- Oversee preparation of year-end tax documents for both Canadian and US tax authorities (e.g. T4, W2, etc.).
- Act as primary point of contact between Blue Jays and Major League Baseball on all payroll related matters.

Canadian Payroll

- Oversee time and labour tracking process for all Canadian-based hourly staff.
- Act as primary internal point of contact on time and labour tracking.
- Act as primary point of contact between Rogers Payroll and the Blue Jays for all hourly payroll remittances.

US Benefits

- Oversee administration of 401K Plan, Health & Vision, Dental, Life Insurance, and AD&D benefit programs for US full-time staff.
- Oversee administration of 401K Plan, Health & Dental for Major League players and coaches.
- Communicate directly with US-based staff, Major League players, and Major League coaches to answer any benefits questions and ensure that all relevant documentation is obtained for each staff member/player/coach.
- Manage annual pension audit (in collaboration with Blue Jays Finance and Rogers Treasury).

Team Management

- Manage a team of 3 high performing Payroll & Benefits staff.
- Collaborate with staff on annual objective setting process.
- Conduct annual performance reviews.

What you'll have:

- US or CDN Payroll Designation (or working towards Designation); 5+ years of US and CDN Payroll systems including payroll compliance requirements, state tax compliance and year end processing.
- Experience managing Benefits Plan (5+ years) including monitoring enrollment, usage and premiums remittance and analysis.
- Advanced skills managing a US 401K Pension Plan including monitoring enrollment, calculating and remitting contributions, organizing all documentation and annual audits and reporting.
- Strong interpersonal and relationship building skills.
- Experience with ADP, Oracle Time & Labour, and ABI considered an asset.
- People management experience considered an asset.
- Experience working in a payroll and benefits setting in professional sports considered an asset.
- Knowledge of baseball considered an asset.
- Willingness to travel (specifically during Spring Training in February and March).

To protect our people, brand and assets, a pre-employment background check will be conducted. As part of our selection process, all candidates must clear a criminal background check. Additionally, a credit check and drivers abstract may be required depending on the role.

Schedule: Full time

Shift: Day

Length of Contract: Not Applicable (Regular Position)

Work Location: One Blue Jays Way, Gate 8 (332), Toronto, ON

Travel Requirements: Up to 10%

Background Check(s) Required: Criminal Record and Credit Check

Posting Category/Function: Finance & Accounting & Accounting

Requisition ID: 326258