

Canada Payroll Lead

Job ID

REQ-10086930

Sep 18, 2026

LOC_MX

About the Role

Key Responsibilities

- Manage end-to-end payroll operations for Canada, ensuring accurate, compliant, and timely payroll processing.
- Serve as the subject matter expert for Canadian payroll legislation, taxation, and payroll compliance.
- Handle complex payroll scenarios, including retroactive adjustments, off-cycle payments, terminations, and taxable benefits.
- Build and maintain effective partnerships with HR, Finance, Benefits, Treasury, IT, and external vendors.
- Act as the primary liaison and escalation point for ADP and other payroll service providers.
- Lead a team as well as the planning and execution of Canadian year-end payroll activities.
- Perform payroll reconciliations, variance analysis, and root cause investigations to identify and resolve issues.
- Maintain payroll governance, controls, and audit-ready documentation in compliance with company policies and regulatory requirements.

Essential Requirements

- Deep knowledge of Canadian payroll legislation, taxation, year-end processing, and payroll operations.
- Strong stakeholder management and communication skills with the ability to influence and collaborate across multiple teams.
- Experience managing external payroll vendors and ensuring service delivery accountability.
- Strong analytical and problem-solving skills with the ability to identify risks, investigate issues, and drive corrective actions.
- Experience maintaining payroll controls, governance frameworks, and regulatory compliance.
- Ability to independently manage complex payroll processes and operational escalations.

Commitment to Diversity and Inclusion

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Accessibility and Accommodation:

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

Role Requirements

Division

DIV_PO
Business Unit
Human Resources
Location
LOC_MX
Site
INSURGENTES
Company / Legal Entity
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.
Functional Area
FCT_HR
Job Type
Full time
Employment Type
Regular
Shift Work
No
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