

PAYROLL & BENEFITS ADMINISTRATOR

The City of Camrose is seeking an experienced, detail orientated, highly motivated and customer focused **Payroll & Benefits Administrator** to join our dynamic and committed team.

Some of the duties of this position include (complete job description can be requested through Human Resources contact below):

FUNCTIONS:

- Responsible for all aspects of payroll and benefit administration for bi-weekly and monthly payrolls for City of Camrose, Elected Officials, Rose City Handi-Van and the Camrose Public Library (up to 465 employees).
- Responsible for setting up and maintaining salary, benefits and accruals in payroll system.
- Administration and accounting of employee benefits including group insurance benefit plans, Local Authority Pension Plan, Special Forces Pension Plan and APEX Pension Plan.
- Responsible for General Ledger reconciliations for payroll and benefit accounts.
- Balance and process payroll year end including T4/T4A's; pension year end reporting; WCB annual reporting and preparation of annual working papers for the audit.
- Respond to employee inquiries and work closely with outside benefit providers, agencies and boards.

QUALIFICATIONS:

- High school diploma and certification through the Payroll Compliance Practitioner Certification (PCP).
- Additional post-secondary education in related field considered an asset.
- Minimum of 5 years' benefit and accounting administration experience.
- Extensive knowledge of payroll impacts associated with labour standards, Union contracts and Federal Government payroll regulations.
- Excellent interpersonal communication skills and ability to maintain a high level of confidentiality.
- Experience with Serenic (Bellamy) considered an asset.
- Ability to process a high volume of information accurately, in a timely manner, with rigid deadlines.
- The successful candidate will be required to produce a current and satisfactory Driver's Abstract and Police Information Check.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

ANNUAL SALARY: The City of Camrose has a progressive salary and benefit package. The starting salary for this position will be established based on qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below by May 31, 2017 at 4:30 p.m. ***We appreciate and consider all applications; however only candidates selected for interviews will be contacted.***

CONTACT:

City of Camrose

Attention: Human Resources

Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8

P: 780.672.4426 | F: 780.672.2469 | E: hr@camrose.ca | W: www.camrose.ca