

Benefit from work-place

balance

The Town of Sylvan Lake is a thriving, connected lakeside community that is resident focused, visitor friendly and THE place to do business. Fifteen minutes from Red Deer, and an hour and a half from both Calgary and Edmonton, we offer the amenities of a larger center with the relaxed living atmosphere of a smaller community. With abundant year-round recreational and cultural activities, we have definitely earned the name of “Brilliant All Year!”

The Town of Sylvan Lake’s mission is to deliver responsible municipal services and infrastructure that support an outstanding quality of life, unforgettable experiences, and a strong, diverse economy. We achieve that through our values of integrity, accountability, engagement, innovation, diversity and inclusion and our highly skilled workforce.

Would you like to work with a dynamic, agile, and resilient team in a beautiful community where people come to vacation? If so, you may be interested in this newly vacated position that we’d like to fill as soon as possible:

Payroll and Benefits Coordinator – Permanent, Full-Time
Hourly Wage \$33.44-\$39.92

The Payroll and Benefits Coordinator efficiently and effectively administers the Town’s employee payroll and benefit programs by processing bi-weekly and monthly pay using the Dayforce Human Capital Management platform (HCM) and providing a high-quality employee experience in the enrollment, information management, maintenance and delivery of various benefit programs and human resource support.

We are looking for a payroll professional experienced with the Dayforce platform and its various modules. If you are certified as a PCP or CPM and have at least 3 years of experience overseeing the payroll process for a mid-sized organization (approximately 250 employees), we would love to hear from you. If you have a CEBS certification, even better!

To be successful in this role, candidates will need to have excellent time management skills, the ability to maintain confidentiality and inspire trust. Knowledge and experience in relevant legislation is critical. A criminal record check satisfactory to the Town of Sylvan Lake is a condition of employment.

In exchange for your skills and services, we offer competitive pay, health and wellness benefits, training and development opportunities, recognition, flexibility, and support for you to maintain a work/life balance that meets your needs.

Send your resume and cover letter to employment@sylvanlake.ca. We would love to see your application as soon as you can send it. The posting will remain open until February 25, 2024.



The Town of Sylvan Lake is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada and meet the qualifications are welcome to apply. We thank all applicants for their interest in this position; however only those candidates who are selected for an interview will be contacted.