

## HR/PAYROLL SUPPORT

The City of Camrose is seeking a highly detail-oriented and organized individual to join our team as HR/Payroll Support. This position will support the accurate and timely processing of payroll while assisting with the daily operations of both payroll and human resources.

This is a temporary position with an anticipated end date in December 2025.

### FUNCTIONS/DUTIES (but not limited to):

- Enter data, reconcile accounts, generate reports, and manage filing as assigned.
- Serve as a backup for payroll processing activities.
- Prepare cheque requisitions for benefit & statutory withholding payments.
- Assist with HR functions, including recruitment and onboarding, as needed.
- Answer questions and provide direction to staff as assigned.
- Other related duties as assigned.

### QUALIFICATIONS:

- High School Diploma or GED Equivalent.
- Registration with Canadian Payroll Association and progress toward Payroll Compliance Practitioner (PCP) Designation considered an asset.
- Additional post-secondary education in related field considered an asset.
- Minimum of one (1) year accounting experience.
- Proficient in Microsoft Office Suite.
- Excellent interpersonal communication skills and ability to maintain a high level of confidentiality.
- Ability to process a high volume of information accurately, in a timely manner, with rigid deadlines.

**HOURS OF WORK:** Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday. This is a temporary position with an end date in December 2025.

**ANNUAL SALARY:** The City of Camrose offers a competitive salary and a positive work environment. The starting salary for this position will be dependent upon the 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 or in person by December 27, 2024 at 4:30 p.m. If applying by e-mail, please ensure the job position is included in the subject line. ***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

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