



EMPLOYMENT OPPORTUNITY

Payroll and Benefits Supervisor

Permanent, Full-Time

Location: Administration Building, High River, AB (on-site)

Foothills County encompasses a diverse rural landscape located in the foothills of southern Alberta with our administrative office in High River, AB. We are currently seeking a Payroll & Benefits Specialist to join our team. If you are looking for a rewarding career that offers a work life balance, this could be the opportunity for you.

Reporting to the Manager of Finance, the Payroll and Benefits Supervisor oversees the timely and accurate processing of all payroll cycles and the administration of benefits. The role entails overseeing the administration and execution of all senior-level payroll functions, including T4, LAPP, and payroll reconciliations, as well as supervising, mentoring, and managing the performance of the Payroll Clerk.

Qualifications, Education and Experience:

- A minimum of five (5) years of payroll experience is required.
- Knowledge and experience in administering employee benefits is preferred.
- A minimum of two (2) or more years of supervisory experience is preferred.
- Knowledge and understanding of registered pension plans, including the ability to interpret and accurately complete federal and provincial regulatory reporting documentation, is highly desired.
- Experience in a municipal government setting is considered an asset.

Certificates, Licenses and Registrations:

- Experience or training in accounting or bookkeeping and/or similar fields is required.
- Certification from the Canadian Payroll Association or progress towards achieving it is highly desirable.
- The Certified Employee Benefit Specialist designation is considered an asset.

Skills/Qualifications:

- Must maintain strict confidentiality at all times while exhibiting a professional demeanor.
- A high level of accuracy and meticulous attention to detail is desired.
- Capable of working independently with limited oversight and collaboratively within a team environment.
- Exceptional customer service and problem-solving abilities, along with a proven track record of performing effectively under pressure and meeting deadlines.
- Ability to accommodate multiple employee requests and adjust to evolving environments.
- Capable of analyzing and interpreting data to make appropriate decisions.
- Proficiency in Avanti, WorkTech/Pearl, Dynamics, and Excel software is preferred.
- Expertise in computer systems is highly valued, especially with regard to Microsoft Office applications and payroll software.
- Exhibits exceptional communication abilities, characterized by tact, sensitivity, discretion, and diplomacy, in both verbal and written forms.



To view a full copy of this Job Description please visit www.foothillscountyab.ca and click on Careers.

Qualified candidates are invited to forward their cover letter and resume, ensuring to state the position title in the email subject heading to:

**Human Resources
Foothills County
Box 5605, 309 Macleod Trail
High River, Alberta T1V 1M7
Email: opportunities@foothillscountyab.ca**

**We thank all applicants for their interest, however only those applicants to be interviewed will be contacted.
The successful candidate will be required to provide a criminal record check and may undergo assessments.**