

**Payroll & Benefits Specialist**  
Competition #J0225-1065  
**People Services Department**  
One (1) Temporary Full-Time Position



Reporting to the Advisor, Benefits & Training, the Payroll and Benefits Specialist provides administrative and operational assistance to the Payroll and Benefits Coordinator in processing payroll and managing employee benefits. This role supports the accurate and timely execution of payroll functions, benefits administration, and compliance with company policies and regulations. The Payroll and Benefits Specialist plays a key supporting role in ensuring smooth payroll and benefits operations while maintaining confidentiality and attention to detail.

Duties include, but are not limited to:

- Assist with the preparation, processing and reconciliation of bi-weekly full-cycle payroll for Non-Union and Union employees.
- Assist in processing new employee information, including setting up payroll records and ensuring all necessary documents are complete and accurate.
- Ensure proper documentation is maintained for payroll processing, including employee tax forms and benefits enrollment.
- Work with supervisors to gather and verify employee information, resolve payroll discrepancies and address payroll-related concerns.
- Assist with A/P vouchers for all bi-weekly and monthly sources deductions.
- Provide support for benefit enrolments and changes for Alberta Blue Cross and Local Authorities Pension Plan.
- Maintain and track employee information for payroll (i.e., pay levels, time bank, position changes).
- Provide employment verification when requested by employees and outside organizations.
- Prepare Records of Employment for period terminated employees.
- Monitor Payroll Inbox and respond to employee payroll and benefit related inquiries.
- Assist with year-end processes; support the preparation of T4 statements, and other statutory documents during year-end; assist with annual audit in conjunction with the City's Finance Team.

The successful candidate will have a post-secondary two (2) year Diploma in Accounting, Business Administration or related discipline. Certification as a Payroll Compliance Practitioner (PCP) is considered an asset. The incumbent will have a minimum of two years of related working experience in Payroll and Benefits. Experience working in a municipal setting, as well as Human Resources is considered an asset. Experience processing payroll in a Union environment is preferred. This position calls for a high degree of computer literacy, including proficiency with Microsoft Office (i.e., Word, Excel, PowerPoint), Great Plains/Diamond Software, and HRISMyWay. The ideal candidate will have an analytical mindset, excellent organizational skills, and must always be up to date with respect to legislative changes affecting the payroll and benefits realm.

**Rate of Pay:** \$30.00 – \$32.00 per hour

**Hours of Work:** 37.5 hours weekly, Monday – Friday

**Duration:** April 7, 2025 – April 3, 2026

If you are a friendly, dedicated, and forward thinking individual, with a high level of professionalism, you are invited to apply in confidence no later than **Monday, March 10, 2025**, through the **Career Portal** on the City's website at [www.fortsask.ca](http://www.fortsask.ca).



Take your Career in the Right Direction

Fort Saskatchewan, home to more than 300,000 people, is a vibrant economic and cultural hub located in Treaty 6 Territory and Métis Nation of Alberta District 11, just 15 minutes northeast of Edmonton. The City of Fort Saskatchewan proudly manages recreation, culture and historic amenities including a performing arts theatre and a fitness centre within the Dow Centennial Centre and the historic 1875 – 1885 NWMP Fort Representation in the heart of downtown. Located on the banks of the North Saskatchewan River, Fort Saskatchewan boasts more than 80 km of paved trails along with many natural areas for residents to explore. As a City, we believe in diversity and inclusion and are working toward creating a city where all residents are respected and have a sense of belonging.

**The City of Fort Saskatchewan thanks all applicants for their interest but advises only those under consideration will be contacted.**