

**Payroll & Benefits Coordinator**  
Competition #J0725-0984  
**People Services Department**  
One (1) Permanent Full-Time Position



Reporting to the Advisor of Benefits and Training, the Payroll & Benefits Coordinator is responsible for the full cycle administration of bi-weekly payroll and benefits for all City employees and provides the same service for the Fort Saskatchewan Public Library. This position ensures accurate and timely payroll processing, maintains employee records and administers a range of employee benefit programs. The Coordinator also plays a key role in supporting compliance with payroll legislation and employment standards, contributing to the development and documentation of payroll and benefits procedures, and serving as a subject matter expert on related systems and policies.

Duties include, but are not limited to:

- Process bi-weekly full-cycle payroll for up to 500 employees, ensuring accuracy and compliance with policies and collective agreements.
- Maintain and update employee payroll records including wage adjustments, status changes, and time bank accruals.
- Set up new employees in the payroll system and coordinate benefit and pension enrollment with external providers.
- Respond to employee payroll and benefit inquiries, and complete employment verifications for internal and external requests.
- Reconcile payroll system data with General Ledger and external benefit provider billings such as Alberta Blue Cross and WCB.
- Monitor payroll inbox and ensure timely processing of payroll documentation and electronic filing.
- Complete annual reporting including T4s, T4As, LA69 (LAPP), and support WCB and audit processes.
- Prepare Records of Employment (ROEs) and support government inquiries related to terminated employees.
- Create and maintain payroll calendars, standard operating procedures, and process documentation.
- Support Advisor, Benefits & Training with benefit reviews, payroll analysis, and continuous process improvement initiatives.
- Provide reporting and data to Finance and operational leaders to support planning and decision-making.
- Stay up to date on payroll legislation and employment standards, ensuring organizational compliance and contributing to policy development.

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 required, while a Certified Employee Benefit Specialist (CEBS) designation is considered an asset. A minimum of three years of related work experience in payroll and benefits is required. Experience working in a municipal setting, as well as in Human Resources, is considered an asset. This role requires a high level of computer proficiency, including experience with Microsoft Office (i.e., Word, Excel, PowerPoint), Great Plains/Diamond Software, and HRISMyWay. A solid understanding of payroll legislation, employment standards, and government remittance obligations is essential, along with the ability to accurately interpret and apply relevant regulations. The ability to assess the impact of legislative and regulatory changes on payroll and benefits processes and recommend appropriate adjustments is key. The successful candidate must demonstrate strong knowledge of employee benefit programs including plan administration, eligibility requirements, and coordination with third party providers. Proficiency in maintaining data integrity and ensuring compliance with internal controls, reporting requirements, and audit standards is critical. The ideal candidate will have an analytical mindset, excellent organizational skills, and must be able to communicate in a friendly professional manner with all staff and external contacts.

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

The City of Fort Saskatchewan offers a salary range of \$83,382.00 to \$98,104.50 per annum. If you are dedicated, innovative and forward thinking with a high level of professionalism, you are invited to apply in confidence no later than **Thursday, August 28, 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.***