

PAYROLL PRACTITIONER - LEVEL II

Position ID: J1225-0009

Job Type: Permanent Part Time

Department: Payroll

Number Of Positions: 1

Min Salary: \$35.62/Hour

Max Salary: \$44.53/Hour

Posting Closing Date: December 22, 2025

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

This intermediate-level position is responsible for ensuring employees are paid accurately and on time. Key responsibilities include managing backend data related to hours worked, pay periods, hourly wages, salaries, overtime, sick leave, and vacation days. The role ensures all time entries comply with City of Airdrie guidelines, Employment Standards, and CRA requirements. Additionally, it delivers exceptional customer service to both internal and external stakeholders.

Responsibilities include:

- Complete and verify pay period folders accurately on a daily & weekly basis
- Bi-weekly processing of each pay cycle and time entry review to ensure accurate and timely pay
- Enter employee information and all employee changes into the HRIS accurately and efficiently
- Action and complete post-pay checklist each pay cycle
- Complete remittances and assist with account reconciliations
- Follow up on time entry review with leaders
- Assist with Payroll Inbox and ensure files are saved appropriately
- Assist with year-end preparation
- Participate in meetings and support continuous improvement efforts
- Respectful interactions with team and customers, both internal and external

You Bring:

Genesis Place
800 East Lake Blvd NE
Airdrie, AB T4A 2K9
F: 403.948.0604

City Hall
400 Main Street SE
Airdrie, AB T4B 3C3
F: 403.948.6567

Tel: 403.948.8800
1.888.AIRDRIE
airdrie.ca

Parks/Public Works
23 East Lake Hill NE
Airdrie, AB T4A 2K3
F: 403.948.8403

Municipal Enforcement
2 Highland Park Way NE
Airdrie, AB T4A 0R1
F: 403.948.0619



- Post-secondary education is an asset
- Payroll Compliant Practitioner (PCP) Designation
- Minimum 3 years' experience in full cycle pay
- Year-end processes and procedures. (T4 production and upload)
- Proficiency with Microsoft Office, with knowledge of Excel
- Exposure to union environment would be considered an asset
- Experience with Avanti Software would be considered an asset
- Excellent organizational and time management skills
- Comfortable with repetitive, cyclical work
- Experience and ability to perform standard daily payroll duties
- Strong customer service
- Ability to work collaboratively and build respectful relationships

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, our employees also enjoy:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events, and health & wellness initiatives

Additional Information:

This is a permanent part-time remote position, working 18.75 hours per week. The employee may be required to attend on-site work as needed to meet operational and organizational requirements.

Next Steps:

Candidates are invited to apply online at www.Airdrie.ca. We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at careers@airdrie.ca and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.