

## Payroll Advisor - Term (18 Months)

Position ID: J0526-0251

Job Type: Term Full Time

Department: Payroll

Number Of Positions: 1

Min Salary: \$36.62/Hour

Max Salary: \$45.78/Hour

Posting Closing Date: June 19, 2026

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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 Payroll Advisor focuses on day-to-day payroll data entry and transaction processing to ensure employees are paid accurately and on time. The Payroll Advisor supports payroll operations by entering and validating routine payroll data, maintaining employee records, and escalating non-routine or complex issues to senior payroll team members. The role emphasizes accuracy, consistency, and service delivery within established procedures and controls.

Responsibilities include:

- Enter and maintain employee payroll data in the HRIS, including new hires, job changes, pay adjustments, taxable benefits, and deductions
- Verify time entries for completeness and accuracy and follow up on missing or incorrect information with employees or leaders
- Process routine payroll transactions such as overtime, leave entries, allowances, and basic corrections using established procedures
- Execute payroll processing support tasks, including completing post pay checklists and preparing remittances, while ensuring payroll data and documentation are accurate and complete to support downstream review activities
- Collaborate with leaders to resolve time entry discrepancies, providing timely follow up and support to ensure compliance with policies and standards

- Participate in meetings and contribute to continuous improvement initiatives, fostering positive, respectful interactions with internal and external stakeholders
- Maintain accurate payroll records and filing systems to support audit readiness and internal controls
- Assist Payroll Specialists and Senior Payroll Specialists during peak periods by completing assigned transactional tasks

#### **You Bring:**

- Post-secondary education in Business Administration, Accounting, Human Resources or related fields is considered an asset
- Completed or working towards Payroll Compliance Professional (PCP) designation
- Minimum 1 - 3 years' experience in full cycle payroll processing
- Proficiency with Microsoft Office applications, with knowledge of Excel
- Experience working in a unionized environment would be considered an asset
- Experience with Avanti payroll software is considered an asset
- Excellent organizational and time management skills with the ability to prioritize competing deadlines.
- Comfortable performing repetitive and cyclical payroll tasks with consistency and accuracy
- Experience and ability to perform standard daily payroll duties
- Strong customer service with a focus on timely, respectful and solution-focused support
- Ability to work collaboratively and build positive, respectful working relationships across the organization

#### **We Offer:**

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical and benefits plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

#### **Additional Information:**

This is an 18-month temporary role scheduled at 37.5 hours per week with an end date of March 2028 dependent on operational needs.

Please include a cover letter along with your resume.

#### **Next Steps:**

Candidates are invited to apply online at [www.Airdrie.ca](http://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](mailto: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 10:00 PM MT (Mountain Time) 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.

