

## **Payroll Intern**

The Municipal District of Bonnyville No. 87 invites applications for the position of Temporary ***Finance Clerk***. The successful candidate will support the delivery of accurate, timely, confidential, and compliant payroll services for the Municipal District of Bonnyville No. 87 and supported entities.

Working under the direction of the Team Lead II, Payroll, the Payroll Intern assists with routine payroll administration, project and equipment costing compilation and entry, employee records, time and attendance review, payroll reconciliations, reporting, and payroll-related inquiries. This position provides practical payroll experience for an individual who holds, or is actively pursuing, the Payroll Compliance Practitioner (PCP) designation.

### **Duties & Responsibilities:**

- Assist with the preparation and processing of bi-weekly and other scheduled payrolls for the M.D. and supported entities.
- Review timesheets, attendance records, leave entries, overtime submissions, banked time requests, pay adjustments, and other payroll input for completeness, accuracy, appropriate authorization, and compliance with established procedures.
- Assist in processing employee earnings, deductions, taxable benefits, pension contributions, benefit deductions, overtime, vacation pay, sick leave, retroactive adjustments, allowances, garnishments, and other payroll transactions.
- Support the preparation of payroll registers, exception reports, audit reports, direct deposit files, and related payroll documentation.
- Assist with the administration of employee hires, position changes, pay changes, leaves, transfers, and terminations as they relate to payroll.
- Maintain accurate employee payroll files and supporting documentation in accordance with records retention, privacy, and audit requirements.
- Assist with payroll reconciliations, including payroll liability accounts, source deductions, benefit deductions, pension contributions, WCB premiums, garnishments, and other payroll-related remittances.
- Assist with identifying and correcting routine payroll discrepancies, missing information, data-entry errors, and timekeeping issues.
- Escalate complex payroll discrepancies, legislative questions, system concerns, and potential compliance issues to the Team Lead II, Payroll.
- Support the preparation of documentation for statutory remittances, internal reporting, audits, and year-end processes as required.
- Support year-end payroll activities, including the collection, validation, reconciliation, and preparation of information required for T4s, T4As, pension reporting, WCB reporting, taxable benefits, and other required reporting.
- Develop and maintain an understanding of payroll-related obligations under applicable federal and provincial legislation, including Canada Revenue Agency requirements, Alberta Employment Standards, employment insurance, Canada Pension Plan, pension requirements, and privacy obligations.

- Support the Team Lead II, Payroll and Payroll team with process documentation and improvements, system testing, filing, and other administrative duties
- Perform other related duties within the scope of the position as required.

**Qualifications:**

Required

- Completion of a diploma or certificate in accounting, payroll administration, business administration, finance, or a related field; or an equivalent combination of education and relevant experience.
- Payroll Compliance Practitioner (PCP) designation in good standing with the National Payroll Institute, or active enrollment and demonstrated progress toward completion of the PCP certification.
- Basic knowledge of payroll principles, payroll calculations, statutory deductions, and payroll recordkeeping.
- Proficiency with Microsoft Office applications, particularly Excel, Outlook, and Word.
- Familiarity with Alberta Employment Standards, Canada Revenue Agency payroll requirements, pension administration, group benefits, and WCB reporting.
- Experience handling confidential employee, compensation, or financial information.
- Proficiency with Microsoft Office applications, particularly Excel, Outlook, and Word.
- Strong numerical aptitude, superior attention to detail, organizational skills, and ability to work accurately with confidential information.
- Effective verbal and written communication skills.
- Ability to establish and maintain professional working relationships with employees, supervisors, internal departments, and external service providers.
- Ability to manage competing priorities, meet recurring deadlines, and work effectively during high-volume payroll and year-end periods.

Preferred

- Previous experience in payroll, accounting, finance, or time and attendance administration.
- Experience using payroll, timekeeping, financial, or document management systems.
- Familiarity with municipal, public-sector, unionized, or multi-entity payroll environments.

All interested applicants are invited to submit their resume, in confidence to:

Municipal District of Bonnyville No. 87  
Attn: Human Resources  
Postal Bag 1010  
Bonnyville, Alberta T9N 2J7  
Fax: (780) 826-4524  
Email: [hr@md.bonnyville.ab.ca](mailto:hr@md.bonnyville.ab.ca)

Closing Date for Applications: Open until a suitable candidate is found