

PAYROLL & BENEFITS ADMINISTRATOR

An excellent opportunity exists for a reliable and detail-oriented individual to join our payroll team in the position of Payroll and Benefits Administrator. The City of Camrose has two payroll resources to ensure operational sustainability. This position is responsible for leading the payroll function, including accurate and timely processing of payroll and the administration of employee benefits programs.

The City of Camrose recently implemented a new financial software solution (UNIT4 ERPx) and the successful candidate will have a key role in continuing the identification and implementation of improvements that can be made to current processes / routines, completing testing and contributing to the continuous improvement of the solution.

FUNCTIONS/DUTIES (but not limited to):

- Responsible for all aspects of payroll and benefit administration for bi-weekly payrolls for the City of Camrose and Elected Officials.
- Responsible for setting up and maintaining salary, benefits and accruals in payroll system.
- Responsible for coordinating testing of planned/scheduled ERP system upgrades within payroll to ensure system functionality post upgrade
- Administration of employee benefits including group insurance benefit plans, Local Authority Pension Plan, Special Forces Pension Plan and APEX Pension Plan.
- Responsible for General Ledger reconciliations for payroll and benefit accounts.
- Balance and process payroll year end including T4/T4A's; pension year end reporting; WCB annual reporting and preparation of annual working papers for the audit.
- Respond to employee inquiries and work closely with outside benefit providers, agencies and boards.

QUALIFICATIONS:

- At least one certification in payroll: Payroll Compliance Professional (PCP) or Payroll Leadership Professional (PLP).
- Additional post-secondary education in related field considered an asset.
- Five (5) to eight (8) years of experience working within payroll and accounting.
- General knowledge of accounting principles and senior level knowledge of payroll.
- Strong analytical skills to identify variances and trends within payroll processing.
- Advanced knowledge of Canadian Revenue Agency (CRA) legislation, Alberta Employment Standards, pension regulations, Union contracts, and other applicable legislation.
- Excellent interpersonal communication skills and ability to maintain a high level of confidentiality.
- Experience with UNIT4 software is considered an asset.
- Detail oriented, well organized, and demonstrated ability to show initiative.
- Ability to learn new software solutions, identify and drive improvements, and effectively leverage the Microsoft Office Suite.
- Ability to process a high volume of information accurately, in a timely manner, with rigid deadlines.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person. Position will remain open until suitable candidate is found. Interviews will be conducted throughout process. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

CONTACT:

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