



EMPLOYMENT OPPORTUNITY

Position:	Payroll & Benefits Administrator
Closing Date:	MARCH 31, 2023 or until suitable candidate is found

The County of Vermilion River is seeking a highly motivated individual to join our safety-oriented team as a Payroll & Benefits Administrator.

KEY QUALIFICATIONS

- Diploma in Accounting, Business Administration, Human Resources or CHRP designation
- Completion of Payroll Compliance Practitioner (PCP) Certificate from Canadian Payroll Association; and or Benefits Administration Programs/Courses is an asset
- Two (2) years of related benefits and/or payroll experience is beneficial.
- Working knowledge of relevant Government and legal regulations including but not limited to the Alberta Employment Standards Code and Municipal Government Act.
- Knowledge of Payroll and Benefits within a municipal environment is an asset
- Familiarity with HRISMyWay - Central Square (Diamond/Great Plains) software is an asset
- Consideration will be given to an equivalent combination of education and experience

KEY RESPONSIBILITIES

- Responsible for supporting both Finance and Human Resources
- Process payroll for Salaried, Hourly and Seasonal staff
- Reconcile payroll ledger for benefits, WCB, LAPP, Receiver General, EI rebates, etc.
- Prepare Receiver General remittances, ROE's, T4's, T4A's and other CRA documents.
- Administer Benefit Services and the Local Authorities Pension Plan (LAPP)
- Administer Workers' Compensation Board payments, claims and year end reporting.
- Customer service; respond to payroll, benefits, pension, WCB, and related queries
- Assist with Human Resource functions such as job descriptions, policy, rewards & recognition programs, professional development plans, etc.
- Perform various administrative duties as assigned, including backup for vacation coverage.

SKILLS

- Strong analytical and problem-solving skills.
- Strong computer skills, intermediate proficiency with Microsoft Office 365
- Strong communication skills, both written and verbal; able to communicate professionally, deal effectively with people in difficult situations, and develop and maintain positive and effective working relationships with employees, Council and members of the public.
- Strong work ethic and highly motivated; able to prioritize to meet strict deadlines, respond to requests, while performing with a high level of accuracy and attention to detail.
- High level of integrity and able to maintain confidentiality.

A competitive salary and comprehensive municipal benefits package are available. The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. This position will remain open until a suitable candidate is found. This position is only open to those legally entitled to work in Canada.

Applications clearly marked: "**CONFIDENTIAL – PAYROLL & BENEFITS ADMINISTRATOR**" can be submitted by **FRIDAY, MARCH 31, 2023** to:

Human Resources Manager

County of Vermilion River

4912 – 50 Avenue, Box 69 Kitscoty, AB T0B 2P0

Email: hr@county24.com Fax: 780.846.2716 *All resumes and personal information provided will be handled in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.*