



PAYROLL ADMINISTRATOR

**POSITION TYPE:
PERMANENT,
FULL TIME**

POSITION SUMMARY:

The Payroll Administrator is responsible for the payroll function for all Saddle Hills County employees, Councilors, members-at-large and volunteers; as well as other payroll functions including Childcare payments, Self-Directed Home Support payments, and Bursary payments. The position reports directly to the Director of Corporate Services and works closely with the Finance Coordinator to provide accurate payroll calculations, preparation of T4/T4A statements, WCB reporting, Pension reporting, and assist in the development of annual budgets. This position will assist in the hiring of new staff members; including advertising job postings and organizing resumes as required.

QUALIFICATIONS:

1. High school diploma required.
2. Formal education in payroll and/or human resources is an asset
3. Minimum of three (3) to five (5) years of experience in municipal payroll is preferred.
4. Experience with Microsoft Great Plains/Diamond software is an asset.
5. Prior experience with software implementation is an asset as a change in software is pending.
6. Excellent oral and written communication.
7. A high degree of accuracy in all areas of work including attention to detail and data entry.
8. Ability to work in a fast-paced, changing environment while meeting required deadlines.
9. Ability to work independently with minimal supervision.
10. Fully competent in Microsoft Office programs such as Excel, Word, and Outlook.
11. Knowledge of local government administrative and legislative systems.

Saddle Hills County is located in the scenic Central Peace Region of Northwestern Alberta which offers a rural lifestyle with urban convenience. Applications will be accepted until a suitable candidate is found. Saddle Hills County would like to thank all those interested in the position. Only those considered for an interview will be contacted.

COMPENSATION:

Salary Range: \$89,414 - \$92,769

Local Authorities Pension Plan, Group Benefits Package

Please send resumes to:

Saddle Hills County
Attention: Human Resources
RR 1 Spirit River, AB T0H 3G0

E-mail: hr@saddlehills.ab.ca

Ph: (780) 864-3760

Fax: (780) 864-3904