



**TEMPORARY FULL-TIME
MATERNITY LEAVE
Payroll and Benefits
Administrator
Internal/External**

Vulcan County invites applications from energetic, experienced, and detail-oriented individuals for covering a temporary full-time maternity leave of the **Payroll and Benefits Administrator** position for the period December 1st, 2023 to November 30th, 2024 (start date may be flexible as required). Covering for the Payroll and Benefits Administrator position, you will payroll processing for all County departments, including the day-to-day functions of the employee benefits and pension plan administration; including filing/remittances, staff support/training, and other related duties.

This position is required to report to the County Administrative Building (102 Center Street, Vulcan, Alberta) between the hours of 8:00am and 4:30pm, Monday to Friday, for a total of 37.5 hours/week.

The ideal candidate will:

- Completed or able and willing to complete certification by the Canadian Payroll Association as a Payroll Compliance Practitioner (PCP).
- At least two (2) years post-secondary education in a related field such as accounting and/or business administration, supplemented with at least two years of work experience that demonstrates a strong understanding of payroll processing, deduction calculation, and benefit/pension plan administration in a computerized payroll environment. Equivalent combination of education and/or experience may be considered.
- Excellent verbal and written communications skills, tact and diplomacy, good organization and time management skills, analytical and problem-solving abilities;
- Fluency with the Microsoft Suite, specifically Word, Excel, Outlook, and the Internet.
- A professional knowledge of applicable employment legislation.
- An ability to maintain professional and personal confidences.
- An ability to deal with and deal courteously and effectively with directors, co-workers, benefit providers and maintains confidentiality with sensitive information and issues.

Hourly remuneration range for this position is from \$40.17 to \$50.83. Vulcan County also offers full comprehensive health benefits. A detailed job profile including specific job duties and qualifications is available on the County's website under Opportunities (www.vulcancounty.ab.ca)

Interested candidates are invited to submit in confidence a **cover letter and resume** to the County via email to:

Mark DeBoer
Director of Corporate Services
Vulcan County
Email: finance@vulcancounty.ab.ca

The position is open until filled; however, for full consideration, please apply by 12:00pm (noon) on Tuesday, November 21st, 2023. We thank all applicants, however only those selected for an interview will be contacted.



Job Description
Payroll and Benefits Administrator

SUPERVISOR: Director of Corporate Services

Approved: June 27, 2023

1. Purpose of Position

- 1.1 Reporting to the Director of Corporate Services, the Payroll and Benefits Administrator has the principal function of payroll processing for all County departments, including the day-to-day functions of the employee benefits and pension plan administration. The position may also be a resource on employment standards and best practices.

2. Organization Structure

This position:

- 2.1 Reports to the Director of Corporate Services;
- 2.2 Liaison between employees and benefit providers.

3. Position Responsibilities

(not listed by priority)

- 3.1 Prepare and process bi-weekly payroll for all County staff, Council, and volunteer fire fighters.
- 3.2 Process new and terminated employees, including benefit commencements and terminations and records of employment as required. Position may assist with drafting of related documents.
- 3.3 Track Council expense claim payments and prepare T4 slips.
- 3.4 Maintain a good working knowledge of all payroll matters including employment standards legislation, County policies, statutory deductions, pension plan and benefit plan programs.
- 3.5 Reconcile and prepare bi-weekly payments for employees' deductions and submit to Director of Corporate Services for approval.
- 3.6 Reconcile and prepare annual payroll reports and T4 slips.
- 3.7 Reconcile various payroll and benefits sub-ledgers to general ledger.
- 3.8 Assist in maintenance, updates and training of payroll and time entry software as required.
- 3.9 Provide assistance as needed in the completion of WCB claims.
- 3.10 Prepare for approval of the Director of Corporate Services the annual LAPP reporting.

- 3.11 Reconcile and prepare the annual reporting for WCB as needed.
- 3.12 Provide coverage for the Receptionist as needed.
- 3.14 Ensure procedures for safeguarding and releasing of personal information comply with Freedom of Information and Privacy (FOIP) regulations, provincial legislation and County policy.
- 3.15 Provide employees with communication material highlighting payroll and benefit programs.
- 3.16 Develop a good knowledge of the County's operations and personnel.
- 3.17 Maintain the confidentiality of all records in the office and only release information in accordance with County Policy and applicable legislation.
- 3.18 With the approval of the Director of Corporate Services and at the expense of the County, attend seminars, workshops and courses with the objective of improving knowledge and skills related to performing assigned job duties. Maintain membership in the Canadian Payroll Association.
- 3.19 In the event of a municipal emergency or the declaration of a state of emergency this position shall be considered as a resource which may be called upon by the Director of Emergency Management (DEM).
- 3.20 Employees are required to follow all current policies and bylaws as set by Vulcan County Council; it is the responsibility of the Employee to ensure they have knowledge of the policies and bylaws of Vulcan County.
- 3.21 Other duties as assigned by the Director of Corporate Services.

4. General Qualifications

- 4.1 The candidate should have:
 - 4.1.1 At least two years post-secondary education in a related field such as accounting and/or business administration, supplemented with at least two years of work experience that demonstrates a strong understanding of payroll processing, deduction calculation, and benefit/pension plan administration in a computerized payroll environment. Equivalent combination of education and/or experience may be considered;
 - 4.1.2 Completed or able and willing to complete certification by the Canadian Payroll Association as a Payroll Compliance Practitioner (PCP);
 - 4.1.3 Intermediate level of proficiency with the Microsoft Suite, specifically Word, Excel, Outlook, and the Internet;
 - 4.1.4 Strong written and verbal communication skills, tact and diplomacy, good organization and time management skills, analytical and problem solving abilities;

- 4.1.5 Ability to learn and adapt to changing conditions, including tolerating interruptions;
- 4.1.6 Ability to work well under pressure and within timelines, while maintaining accuracy and attention to detail;
- 4.1.7 Self-motivated and the ability to work with a high degree of independence;
- 4.1.8 Willing and able to keep up to date with technology.

5. Required Qualifications

- 5.1 The incumbent must have:
 - 5.1.1 a knowledge of General Office Operations, including records management principles, filing, and organization;
 - 5.1.2 A professional knowledge of applicable employment legislation;
 - 5.1.3 An ability to maintain professional and personal confidences;
 - 5.1.4 An ability to deal with and deal courteously and effectively with directors, co-workers, benefit providers and maintains confidentiality with sensitive information and issues.
- 5.2 This position may require periodic travel for, and on behalf of, Vulcan County and a valid driver's license with no more than seven (7) demerits is a requirement for the position. The incumbent must have a VALID Alberta Operator's Licence or be able to transfer their current valid driver's licence for an Alberta Operator's Licence within three (3) months of employment.
- 5.3 Shall complete Emergency Management Training to an ICS 300 level within the first 18 months of employment.

APPROVAL



Chief Administrative Officer

June 27, 2023

Date