

*Blackfalds is one of Canada's youngest and fastest growing communities; with a population of 10,125 and a growth rate of 2.11% in 2018.*

*Ideally situated in Central Alberta, midway between Alberta's two largest urban Centre's, Blackfalds retains the feel and security of a small-town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment.*

*Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.*

*If you are looking to be a part of a hardworking and fun loving team in our community, please learn more about the Town of Blackfalds at [www.blackfalds.com](http://www.blackfalds.com). We look forward to receiving your résumé!*

**Job Title – Payroll & Benefits Coordinator (5 Month Term with possible extension)**

**Position Summary:** Reporting to the Manager of Corporate Services, the Payroll & Benefits Coordinator will be responsible for maintaining and updating payroll processing and claims, updates and renewals. During the employee life cycle, add benefits for new hires, update benefits for life changes, delete benefits for terminations and complete monthly and yearly benefits reconciliations. Work with LAPP to ensure that the pension plan is being consistently managed.

**Requirements and Qualifications:** As part of the Corporate Services team you will hold a high degree of computer competency in the technical areas of financial accounting software, spreadsheets, and databases with the ability to manage various payroll calculations & reconciliations, benefits administrations, and LAPP (defined pension) reports.

You possess a Canadian Payroll certification either as a Certified Payroll Practitioner or Certified Payroll Manager. You have familiarity with Diamond Municipal Software (Payroll Module), the Municipal Government Act, CRA changes and GAAP. With your above average verbal and written communication skills and commitment to continuous improvement and excellent customer services.

**Scope and Hours of Work:** The current wage range for this term position is \$37.53/hour - \$42.27/hour. This is a temporary role covering a leave, out-of-scope position with a thirty-five (35) hour work week, Monday to Friday, with some evening and weekends as required.

**How to Apply:** The Town of Blackfalds is an equal opportunity employer and encourages individuals interested in this position to submit a cover letter and resume to the address below. If applying by e-mail, please ensure your name and the job title is included in the subject line. Position will remain open for two weeks, with a closing date March 26, 2019.

We remind applicants that a pre-employment requirement is a Criminal Record Check, Vulnerable Sector Search; valid Class 5 Alberta Driver's License and satisfactory Driver's Abstract.

***We appreciate and consider all applications, however only candidates selected for an interview will be contacted.***

Town of Blackfalds, Box 220, 5018 Waghorn St, Blackfalds AB, T0M 0J0  
Attention: Human Resources P. 403.885-4677 (ext.6366)  
Email: [hr@blackfalds.com](mailto:hr@blackfalds.com) website: [www.blackfalds.com](http://www.blackfalds.com) Fax: 403.885.6243



**Town of Blackfalds**  
**Position Description**

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<b>Title:</b>	Payroll & Benefits Coordinator
<b>Reports To:</b>	Manager of Corporate Services
<b>Direct Reports:</b>	None
<b>Position Summary:</b>	Responsible for maintaining and updating payroll processing and claims, updates and renewals. During the employee life cycle, add benefits for new hires, update benefits for life changes, delete benefits for terminations and complete monthly and yearly benefits reconciliations. Work with LAPP to ensure that the pension plan is being consistently managed.

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**Required Knowledge, Skills and Abilities**

- High degree of competency in using computers in the technical areas of financial accounting software, spreadsheets, and databases. (Ability to manage complex financial tasks in a spread sheet)
- Above average verbal and written communication skills. (Ability to be diplomatic in dealing with staff regarding payroll issues and able to prepare well written memos to staff explaining complex payroll/benefit/pension issues or changes)
- Solid planning, organizing and problem-solving skills.
- Commitment to continuous improvement and excellent customer services.
- Familiarity with Municipal Government Act, other provincial statutes and GAAP
- Up-to-date on CRA changes in relation to CPP, EI, Pension and Income Tax

**Position Requirements**

- Performs Payroll calculation and processing. This includes ongoing biweekly payroll, review of various banks for overtime, vacation and sick time, investigating payroll discrepancies and ensuring regulatory compliance. Manages Diamond Software Payroll system to ensure it is up to date and processing all payroll related information properly
- Administers Employee Benefits during the employee life cycle, adding benefits for new hires, updating benefits for life changes, deleting benefits for terminations and balancing monthly and yearly benefits reconciliations
- Administers and maintains compliance with the Employee pension Program, LAPP including employee processing, updating, and monthly and annual reporting
- Completes T4 processing at year end and annual WCB submissions
- Ensures compliance with relevant provincial and federal legislation. Ability to deal with Revenue Canada on complex issues regarding payroll, ROE's and income tax.

- Ensures the appropriate administration of the electronic timekeeping system; monitor submissions of approved timesheets; ensure valid data transfers to/from payroll service.
- Monitors assigned payroll activities and/or program components for the purpose of ensuring effective department functioning, coordinating activities, and ensuring compliance with established financial, legal, and/or administrative requirements
- Processes employee wage garnishments (child support, levies, etc.), tax withholdings (federal), voluntary deductions, and direct deposits
- Ensures accurate and timely processing of employee data, pension and benefit deductions
- Balances all payroll balance sheet accounts on a monthly basis and prepares remittances for Accounts Payable.
- Maintains WCB and general insurance files for the organization. This includes renewals, claims, updating insurance assets/files and payment submissions
- Prepares and oversees the preparation of a variety of payroll-related documents (e.g., invoices for overpayments, retirement plan transfers, payroll register, stop payments, worker's compensation checks) for the purpose of documenting activities and issues, meeting compliance requirements, and providing audit references
- Audits, files, and enters new hire employee files into appropriate databases
- Researches discrepancies of payroll information and/or documentation (e.g., time sheets, leave time) for the purpose of ensuring accuracy and adherence to procedures prior to processing
- Generates, runs, and analyzes payroll reports as needed
- Verifies a variety of payroll-related information (e.g., time sheets, direct deposits, wage attachments, benefits) for the purpose of ensuring the accurate distribution of funds and payroll
- Provides customer service to all levels of employees by responding to routine payroll, pension and benefits inquiries
- Communicates with a variety of internal and external parties (city/provincial/federal agencies, etc.) for the purpose of ensuring accurate processing of payroll deductions/garnishments
- Resolves administrative problems and inquiries, and prepare written responses to formal inquiries
- In cooperation with the Manager of Corporate Services, encourages teamwork, shares and rewards outstanding contributions for individual and group efforts.
- Provides input into staff and training programs.
- Develops and maintains a positive and proactive Customer Services philosophy throughout the Department

### **Preferred Education and Experience**

- Post-secondary certificate in accounting and/or payroll administration.
- Payroll certification preferred as either a Certified Payroll Practitioner or Certified Payroll Manager.
- Five (5) or more years' experience in payroll and accounting environment, with preference towards incumbent having experience in a municipal setting
- Proficiency with Diamond payroll system or similar software is preferred
- Advanced knowledge of Alberta Employment Standards Legislation

- High degree of competency in using computers in the areas of word processing, financial accounting, software, spreadsheets and databases
- Above average verbal and written communication skills. Proven ability to communicate firmly and diplomatically with the public and respond courteously to complaints and difficult customers
- A professional and calm demeanor, coupled with a strong intuition for dealing with people
- Commitment to continuous improvement and excellent customer services
- Current Standard First Aid & CPR
- Additional Requirements:
  - Must be a minimum 18 years of age
  - RCMP Criminal Record Check with Vulnerable Sector Screening
  - Valid Driver's License with current Drivers Abstract

### **Physical Demands**

- Lifting to 50lbs. on the occasional basis.
- Office equipment (computers, scanning, photocopy) stand up banners, cameras, utility knives, memory keys – USB, tables, chairs, decorations.
- Low level and waist level lifting to 20lbs. as well as overhead reaching and above shoulder lifting, could also include trunk rotation and side carrying with either dominant or non-dominant hands.
- Pushing and pulling of supplies.
- Sitting for long periods of time.

### **Work Environment**

- The noise level in the work environment is quiet to loud.
- Potential interactions with concerned Town employees.
- Fast-paced office setting
- Overtime may be required

### **Conclusion**

This position description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This position description is intended to convey information essential to understanding the scope, the general nature and level of work expected to be performed.