

PAYROLL CLERK

Human Resources Department

Location: Lac La Biche campus
Position type: Full-time term to December 2026
Salary: \$4,506 to \$5,989 per month

Job number: 23-PCB2-92-PC
Posting date: April 25, 2024
Closing date: We'll begin reviewing resumes on May 6, 2024

ABOUT THE POSITION

Reporting to the Director, HR and Compliance, the Payroll Clerk administers pay and benefits services to salary and casual employees within all employee groups, as well as contract individuals. This position functions with considerable independence in reviewing and processing payroll documentation. The Payroll Clerk is also responsible for responding to payroll and benefit inquiries from managers and employees.

Some of the responsibilities include:

- Process payroll documents in the electronic system for salary, casual & contract individuals. Responsible for inputting of casual timesheets and contract invoices to meet existing payroll confirmation dates for salary and casual/contract employees.
- Ensure payroll, benefit and other HR documents follow existing policies, procedures, regulations and legislation, including Faculty and AUPE Collective Agreements, Terms and Conditions of Employment for Management and Excluded, WCB, Employment Standards, Canada Revenue Agency and HR Development Canada. Ensure knowledge is current.
- Identify and troubleshoot issues relating to system and processing problems.
- Commencing and set up of all new employees and providing an overview of pay and benefits.
- Administers changes associated with current employee updates.
- Records management, creating and running payroll reports.

QUALIFICATIONS AND EXPERIENCE

- Post-secondary education in accounting or business administration. Equivalencies may be considered.
- Certification as a Payroll Compliance Practitioner with the Canadian Payroll Association would be considered a definite asset.
- Minimum of 2 years' experience working in payroll and finance.
- Data entry experience with a strong attention to detail and the ability to ensure great accuracy.
- Excellent history of professionalism in the workplace and a high degree of confidentiality.
- Highly deadline driven to meet demands of the position.
- Excellent computer skills, particularly in MS Office and Excel as well as working in a computerized payroll system or ERP.
- Must have excellent organizational and problem-solving skills.
- Effective verbal and written communication skills.
- Must be a team player with a customer service mindset, but also the ability to work independently.
- Successful applicant will be required to provide a current police information check.

ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.



Portage College has been serving the region for more than 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

As a member of the Excluded Employment Group, you will have access to a number of benefits that include generous vacation days, participation in the College pension plan, excellent health and dental benefits, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to hr@portagecollege.ca. If you have any questions, call us at **780-623-5747**. Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

