

## JOB POSTING

<b>Position:</b>	Payroll Coordinator
<b>Position Type:</b>	Permanent
<b>Duration:</b>	37.5 hours per week
<b>Department:</b>	Finance
<b>Closing Date:</b>	January 28, 2018

---

**To role model the mission - “DDRC promotes awareness and supports communities to include persons with developmental disabilities, thereby strengthening communities for all citizens.” To coordinate and administer day to day and week to week payroll for all DDRC employees within the guidelines of Agency policies and procedures and federal and provincial legislation**

**Leadership:**

- Liaise with Controller
- Liaison and communication with DDRC staff
- Liaise with the finance assistant regarding payroll specific functions
- Liaise with Human Resources to ensure seamless delivery of benefit programs setup
- Identify and recommend payroll and benefit process and plan improvements

**Key Responsibilities:**

- Preparation of bi-weekly payroll for 300 plus employees including full-time, part-time, term, and contract positions using GP
- Administration of computerized systems for employee bi-weekly payroll to ensure accuracy and timeliness
- Reconcile benefit premiums and contributions for all benefit plans on a monthly basis; prepare annual audit reports for payroll and benefit accounts
- Prepare and/or audit premium reports for WCB, Sun Life, Great West Retirement
- Respond to internal and external inquiries
- Develop and provide reports to the Controller and the Director, Organizational Effectiveness on a scheduled basis
- Year-end reporting and reconciliation
- Assist with special projects throughout the year (T4 Preparation, retroactive increments, bonuses)
- Compile and prepare statistical data and reports for internal and external circulation as scheduled or required
- Report writing as it relates to monthly required documentation
- Prepare general statistical records, including turnover, length of service, etc.
- Participate in self-development activities to ensure ongoing learning and to maintain high standards of professionalism
- Committee involvement as requested and required

## JOB POSTING

- Maintain current and accurate information at all times in regards to new legislation and reporting methods

### **Professional Development and Training:**

- Takes accountability to ensure all mandatory certifications and training are kept current

### **Education/Professional Certifications:**

- Canadian Payroll Association, Level 2 or a combination of experience and education

### **Experience:**

- 3 years payroll and benefits experience
- Comprehensive understanding of spreadsheet applications
- Previous work experience with Avanti
- Proven experience in a team-based environment
- Demonstrated knowledge of Alberta Employment Standards
- Demonstrated knowledge of Revenue Canada Payroll Legislation (CPP, EI, tax)
- Comprehensive knowledge of Federal/Provincial government requirements and legislations

### **Mandatory Competencies:**

- Planning and Organizing
- Analytical Thinking
- Organized
- Critical Thinking
- Interpersonal skills
- Problem-solving skills
- Time management skills
- Results Orientation

### **Personal Qualities:**

- Demonstrated values consistent with the DDRC mission
- Commitment to professional development and continuous learning

Please submit your resume and cover letter to: [employment@ddrc.ca](mailto:employment@ddrc.ca) citing "DDRC-17-31W-Payroll Coordinator" in the subject line.

*DDRC is an equal opportunity employer. We thank all candidates for their interest. Only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.*