



BIGSTONE HEALTH COMMISSION

EMPLOYMENT OPPORTUNITY

PAYROLL ADMINISTRATOR ONE (1) TEMPORARY FULL TIME POSITION (MATERNITY LEAVE COVERAGE) – UNTIL JUNE 15, 2022 WABASCA, ALBERTA

The Bigstone Health Commission is seeking a highly motivated and responsible Payroll Administrator to join our dynamic Finance Team. The Payroll Administrator will provide all payroll functions.

Duties and Responsibilities:

- Create and administer the bi-weekly payroll for all employees
- Verify and process required documents
- Maintain accurate records for the database system including: entering data for new hires, departures, and internal changes
- Prepare Records of Employment
- Responsible for the electronic transfer of payroll
- Processing of payroll year end, including T4's, on a timely basis
- Verify pay statements that provide information about each employee's earnings and source deductions
- Maintain database records of contact information, hours worked, pay, and benefits for all employees
- Other duties as required

Knowledge Skills & Abilities:

- Must have strong knowledge of payroll and some knowledge of accounting
- Knowledge of data entry, manipulation and retrieval techniques for software such as Microsoft Word, Excel, Adobe, PowerPoint etc.
- Must have strong numerical, verbal and written skills
- Organizational skills to prioritize tasks and responsibilities
- Able to work independently and with others in a team environment
- Strong communication and customer service skills in explaining Finance policy & procedures in clear and precise laymen terms to non-compliant employees.
- Able to keep personal information about employees and others confidential
- Willing and able to keep up to date with evolving technology.

Qualifications:

- Diploma or degree related to accounting, business administration, commerce, human resources
- Certificate in Payroll and Employee Benefits Administration considered an asset
- Three to five years' experience in payroll administration for a moderate size organization
- Working knowledge of SAGE accounting/payroll system
- Experience at meeting deadlines under pressure
- Experience at managing high volumes of requests and documents
- Experience in remaining impartial and composed when dealing with issues relating to payroll

Submission must include updated:

- ✓ **Criminal Record Check, Vulnerable Sector Check**
- ✓ **Standard First Aid with CPR**
- ✓ **Three work related references**

Salary will commensurate with experience and qualifications. Send Cover Letter, Resume, and Criminal Record Check along with 3 work related references to:

Bigstone Health Commission
Human Resources Department
Box 1020 Wabasca, Alberta T0G 2K0
Fax: 780-891-4010

Email to: bhcresumes@bigstonehealth.ca

Closing Date for this Employment Opportunity will be: MARCH 10, 2021

Applicants are thanked in advance for their interest however, only those selected for an interview will be contacted.

Vision: To revive, strengthen and protect members' treaty rights to health and to enhance the quality of life of members and others living on Bigstone Traditional lands.