

Employment Opportunity

PAYROLL CLERK

Mackenzie County is currently inviting applications for a Payroll Clerk position. The location for this position will be in Fort Vermilion. This is a full-time unionized position with a 40 hour work week (8 hours per day) Monday to Friday.

Reporting to the Director of Finance, the successful applicant will be responsible for:

- Accurately inputting payroll data on a complete and timely basis to meet company deadlines;
- Analyzing and resolving payroll problems and correct errors as determined;
- Responding to general inquiries from employees and department personnel as required;
- Maintaining and updating payroll database;
- Reviewing and monitoring payroll summaries for data integrity, accuracy and completeness;
- Producing Records of Employment;
- Preparing year end reports and income tax reporting requirements (T4's, etc.);
- Other Administrative duties as assigned.

Requirements for this position are:

- Office Administration Diploma or combination of equivalent training and experience are required;
- Proficient in Microsoft Excel and Word;
- Evidence of successfully passing a police *Criminal Record Check*;
- Effective problem solving skills;
- Minimum of 2 years accounting experience;
- Attention to detail;
- Effective interpersonal and organizational skills;
- Excellent oral and written communication skills;
- Ability to demonstrate professionalism, and maintain a high degree of confidentiality;
- Ability to work independently with minimal supervision;
- Knowledge of Great Plains Dynamics Accounting Program would be an asset.

Salary: \$61,859/annum – \$86,986/annum. Mackenzie County offers a comprehensive benefit package.

Competition will remain open until a suitable candidate is found. Only those candidates selected for an interview will be contacted.

Please forward all resumes and applications to:



Mackenzie County

Sarah Martens, Human Resources Coordinator
Mackenzie County
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