

# Payroll & Accounts Technician

Full-Time/Permanent

Qualified Candidates will meet the following minimum qualifications.

- Post-secondary diploma or certificate in Accounting, Finance, or Payroll Administration from a recognized institute
- Payroll Compliance Practitioner (PCP) designation is preferred.
- Minimum five (5) years of experience in Payroll administration, Accounting or Finance, preferably in a Municipal setting.
- Must maintain a very high level of confidentiality and professionalism.
- Highly organized with a strong ability to meet tight deadlines and multi-task.
- Clear Criminal Record Check
- Computer competency in Windows applications – Microsoft Word, Excel, database applications, and network systems.
- Experience with Serenic considered an asset.

## APPLICATION DETAILS

Please submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit via email to [HR@draytonvalley.ca](mailto:HR@draytonvalley.ca)

Applications can also be mailed to or dropped off at:  
Attention: Human Resources  
Town of Drayton Valley  
5120-52 Street, Box 6837  
Drayton Valley, AB T7A 1A1



## ABOUT THE ROLE

The Payroll & Accounts Technician is responsible for performing a variety of payroll, accounting, and records management functions of a confidential nature in compliance with government legislative requirements, Alberta Employment Standards, Town policies and the Collective Agreement. The position also provides support to the Finance team to ensure that the requirements of the department are met in a proactive and timely manner.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

Visit the website at [www.draytonvalley.ca](http://www.draytonvalley.ca)  
For information on the Town of Drayton Valley

*We thank all applicants for their interest; however, only those selected for further consideration will be contacted.*

*The Town of Drayton Valley is committed to Anti-Racism, equity, and inclusion and a safe and harassment free working environment.*

**Applications will be accepted until a suitable candidate is found.**

## **JOB DESCRIPTION**

**POSITION:** Payroll & Accounts Technician  
**DEPARTMENT:** Corporate Services  
**REPORTS TO:** Finance Manager  
**JOB TYPE:** Administration  
**LOCATION:** Civic Centre

### **GENERAL ACCOUNTABILITIES**

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### **REPORTING RELATIONSHIPS**

This position reports to: Finance Manager → General Manager of Corporate Services → Chief Administrative Officer

### **DUTIES & ESSENTIAL JOB FUNCTIONS**

- **Payroll Processing:**
  - Process and post payroll for hourly, salary and union employees in an accurate and efficient manner ensuring deadlines are met.
  - Ensure the accuracy of payroll by auditing timesheets to ensure that earnings, deductions, and accruals are properly distributed.
  - Works closely with other Town departments and Human Resources to coordinate the receipt of information, clarify changes, provide further details, and reconcile discrepancies related to Payroll.
  - Monitor all statutory deductions to ensure accuracy is maintained and limits are not exceeded.
  - Process wage changes in the payroll and benefit systems and accurately calculate any retroactive adjustments.
  - Post any pay period adjustments and/or deductions as required, this includes pension, RSP and benefit deductions.
  - Process deduction remittances and ensure payment is made in a timely manner to the CRA, Pension and RSP programs.
  - Ensure that employees are enrolled in our retirement and pension programs and process employee deductions accordingly.

- Prepare, submit and administer any garnishments, this includes advising employees where required.
- Ensure proper signature on documents submitted to payroll for processing. This includes timesheets and expenses.
- Ensure that any expense reimbursements are within policy guidelines, for example, boot reimbursements are within dollar limit both financially and timeline per policy.
- Ensure payroll file is prepared and transmitted to the bank before the deadline.
- Ensure policy limits are not exceeded for accruals, such as but not limited to; sick leaves, vacation leaves and overtime.
- Process all final pay in a timely manner and ensure Record of Employments are accurately produced and submitted within legislated timelines.
- Provide on the job training and mentor team members as needed.
- Provide excellent professional customer service by answering any inquiries in a courteous professional manner with regards to payroll and payroll deductions.
- Recommend or participate in the development of new procedures and policies related to payroll operations; assist with changes within payroll processing system; update and create payroll policy/procedure manuals.
- Keep informed about changes in tax and deduction laws that apply to the payroll process; keep informed of Alberta Employment Standards legislation.
- Using good judgement investigate, analyze and resolve any payroll problems that may arise. Making necessary adjustments and/or corrections.
- Ensure all payroll and employee related documents are filed with a high level of confidentiality and security.
- Maintain employee records (electronic and paper) to ensure they are up to date and are compliant with records retention.
- Compile financial, tax and payroll reports for both external and internal requirements.
- Responsible for preparing, reconciling, and submission of reporting documents at year end, including but not limited to T4 slips, WCB reporting and other annual reporting.

- **Accounts Clerk**

- Responsible for the oversight of Town of Drayton Valley's insurance policy.
- Works closely with other departments for any insurance claims and acts as point of contact for the insurance provider.
- Works closely with the Finance Manager on balance sheet reconciliations. Reconciling of asset and liability accounts: research, investigate and coordinate with other departments on deposits and liabilities.
- Assist with yearend financial reporting and audit working papers
- Acts as lead on the annual insurance renewal
- Participate in special projects as required by the Finance Manager
- Aid management team in providing required reporting.

- **General Duties:**

- Cross train and provide back up for Accounts Payable and Accounts Receivable if required.
- Provide support as required for telephone and front counter inquiries and cash receipting.
- Maintain up to date and current on all policy, procedure, legislation requirements for the job function.
- Provide a high level of professional customer service to Town employees.
- Other accounting support and/or finance duties as assigned.

## **QUALIFICATIONS AND EXPERIENCE**

- Post-secondary diploma or certificate in Accounting, Finance, or Payroll Administration from a recognized institute
- Payroll Compliance Practitioner (PCP) designation is preferred.
- Solid interpersonal and customer service skills with a positive and approachable attitude
- Minimum five (5) years of experience in Payroll administration, Accounting or Finance, preferably in a Municipal setting.
- Must maintain a very high level of confidentiality and professionalism.
- Excellent telephone etiquette and written & verbal communication skills. Ability to communicate tactfully, clearly, and effectively; and exercise mature judgement in dealing with others.
- Highly organized with a strong ability to meet tight deadlines and multi-task.
- High level of critical and logical and analytical thinking
- Able to work well under pressure and meet strict deadlines.
- Clear Criminal Record Check
- Computer competency in Windows applications – Microsoft Word, Excel, database applications, and network systems.
- Experience with Serenic considered an asset.

## **SPECIAL REQUIREMENTS & OTHER CONSIDERATIONS**

- Willingness to attend training sessions as required by the employer.
- Willingness to work weekends and unscheduled hours during major emergencies and or when strict deadlines are being faced.