



The Town of Gibbons is accepting resumes for the following position:

Human Resources/Payroll

- Fulltime 37.5 hours per week - Monday – Friday 8:00 – 4:30

Position Summary

This position is a unique opportunity for a pro-active Human Resources professional who enjoys creating positive experiences for employees throughout their employment cycle. The Human Resources and Payroll Specialist is a new position within the organization, offering the prospect of building a functional human resources foundation for a diverse staff of hourly, salaried, casual, seasonal, and paid on call employees.

Primary Responsibilities:

- Collaborate with management and payroll to ensure that Human Resource processes and practices are accurate, consistent, and timely.
- Design documents and processes for employee onboarding and exiting.
- Confidently provide direction regarding human resources policy and procedures
- Continually strive to improve Human Resource process working in partnership with staff and management.
- Create employee salary grid and organizational chart
- Update and maintain the Personnel Directive
- Serve as the primary contact for employee concerns
- Promptly communicate employee changes to payroll
- Provide back up for payroll duties, including accurate administration of bi-weekly and monthly pay cycles, benefits, disability claims, pension, ROE's, and record keeping
- Contribute to year-end activities (Audit, Pension Reporting, and T4 preparation)

Qualifications:

- Diploma in Human Resources
- Knowledge of employment laws
- Ability to interpret and apply relevant payroll and employment standards regulations.
- Knowledge of Human Resources, policies, procedures and best operating practices
- Sound analytical and problem-solving skills
- Exceptional verbal and written communication skills
- Exceptional interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism and diplomacy
- Exceptional organizational skills and attention to detail.

Knowledge of the following would be considered an asset:

- Experience with HR/Payroll administration for Paid on Call Fire Department
- Familiarity with Catalis Payroll module
- Payroll Compliance Practitioner designation or working towards completion
- Knowledge of Averaging Agreements

The Town of Gibbons offers a comprehensive wage and benefits package. For more information, please call 780-923-3331.

Please forward resume with a cover letter and references to:

Terra Pattison

Finance Manager

Email: tpattison@gibbons.ca

Only those selected for an interview will be contacted.