



Cypress County

EMPLOYMENT OPPORTUNITY

FINANCE ASSISTANT – PAYROLL & ACCOUNTING

Cypress County is a rural municipality in the southeast corner of Alberta. The majority of the County's 1.3 million hectares are utilized for agricultural purposes, including high intensity irrigated cropping. Oil and gas activities plus the Canadian Forces Base Suffield are other major components of the area's economy.

The County's 7,600 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County promotes a relaxed rural lifestyle and a safe community for families. Along with the City of Medicine Hat, CFB Suffield and Cypress Hills Provincial Park, this area is a great place to live and work.

We have an opening for a Finance Assistant – Payroll & Accounting. Reporting to the Finance and Accounting Supervisor, this position is responsible for providing financial and accounting services to the Finance Department and across the organization. Duties include processing payroll; assisting with front office administration; registering and providing orientation to new employees regarding payroll and benefits; administering and corresponds with benefit carriers and stakeholders regarding coverage, payments, policies and employee claims; completing special projects as assigned.

The successful candidate will have or be working towards completing Canadian Payroll Certification as well as possess a diploma/degree in Business Administration/Accounting or related field is preferred. You bring a minimum of two years relevant administrative/accounting/payroll experience along with a good understanding of the Municipal Government Act, GAAP and CRA. You are proficient with MS Office products and knowledge of Diamond software would be considered an asset. You have excellent organizational, problem-solving and communication skills and enjoy working with a wide range of people.

Cypress County offers a highly attractive total compensation package, including competitive salary, excellent benefits, participation in the Local Authorities Pension Plan, in addition to supporting learning and development opportunities. This full-time, permanent position entails a 37.50 hour work week. To learn more about what Cypress County has to offer please visit our website, www.cypress.ab.ca

If this opportunity interests you, please forward your resume and cover letter no later than:

4:30 pm on Tuesday, October 15, 2019 to competitions@cypress.ab.ca

Cypress County would like to thank all applicants for their interest and time.

POSITION TITLE: Finance Assistant – Payroll and Accounting

REPORT TO: Finance and Accounting Supervisor

SUBORDINATE POSITIONS: None

Scope

Reporting to the Finance and Accounting Supervisor, this position is responsible for providing payroll, financial and accounting services to the Finance Department and across the organization. This position also acts as support within the administrative and customer service team.

Job Description

- Processes payroll ensuring employees are paid accurately, on time, and in compliance with legislative and corporate requirements.
- Responsible for payroll reconciliations and reporting including maintaining records within the payroll system, general ledger, and reporting to CRA accurately and on time.
- Ensures procedures for safeguarding and releasing personal information are compliant with the Freedom of Information and Privacy (FOIP) regulations, provincial legislation, and related administration policies.
- Provide orientation on payroll, benefits orientation packages and assists employees with completing payroll forms and provides an overview of timesheet system and other applicable payroll/benefits paperwork and procedures.
- Verify and process required documents when new employees are hired including set up of benefits and Local Authority Pension Plan (LAPP).
- Administers staff compensation, pension and benefits program, including employee enrollment, changes and terminations in benefits and group insurance and pension programs. Corresponds with benefit carriers and other stakeholders regarding coverage, payments, policies and employee claims.
- Responsible for calendar year-end payroll processing including generating T4's, completing LAPP pension year end procedures, completing of WCB year end, CRA remittances, recording payroll accruals, and year end processing in Microsoft GP software
- Respond in a timely manner to all payroll inquiries and provide information to employees regarding pay, benefits, pension, leaves of absence, CRA/Service Canada, disability claims and WCB as required.
- Completes special projects such as researching information and other related finance projects as requested.
- Generate and verify journal entries for the General Ledger as required.
- Provide assistance and support during the preparation of the annual audit.
- Prepare, distribute and present various monthly/quarterly reports and reconciliations as required.
- Assist with front office administration including support for front desk and phones when necessary
- Ability to complete monthly reconciliations for various balance sheet accounts ensuring sub-ledgers balance to general ledger control accounts.
- Trains and participates, as required, in the Municipal and Regional Emergency Response Plans.
- Performs other related duties as assigned or otherwise delegated and required.

Position Requirements

- Grade 12 or GED required
- Canadian Payroll Certification preferred or willingness to complete within 36 months of hiring
- Diploma/Degree in Business Administration/Accounting or related field is preferred.
- Minimum of 2 (two) years of related administrative/accounting/payroll experience.
- Demonstrated proficiency in software with a strength in Microsoft programs, (Word, Excel, etc.)
- Knowledge of Diamond software would be an asset.
- Demonstrated knowledge of the Municipal Government Act, GAAP and CRA.
- Proven ability to remain motivated while working independently with minimal supervision.
- Proven time management, problem solving and conflict resolutions skills.
- Ability to establish and maintain effective working relationships with a variety of people.
- Good interpersonal and communication skills, including the ability to express ideas both orally and in writing clearly and effectively.
- Ability to adapt to changing priorities and work within a deadline-orientated environment. .
- A management approved equivalent combination of education and experience may be considered.