

Payroll and Benefits Coordinator

The Alzheimer Society of Saskatchewan (ASOS) is a volunteer-based, non-profit organization committed to improving the lives of people affected by Alzheimer's disease and related dementias. ASOS is currently recruiting an ambitious and result-oriented individual to work as a permanent full-time Payroll and Benefits Coordinator in our provincial office, located in Regina.

The Payroll and Benefits Coordinator's responsibilities include processing semi-monthly payroll, benefits management, human resource support including position descriptions, policies and procedures, and assisting with onboarding of new staff, students and volunteers. This position will also assist with various financial and administrative duties.

The ideal candidate should have the following skills and requirements:

- Payroll Compliance Practitioner (PCP) Certificate completed or in progress (with requirement to complete within 1 year of hire)
- Minimum of two years full cycle Canadian payroll experience and employee benefits
- Proficiency in the use of computer programs including Microsoft Office Suite; SAGE; ADP – Teampay Payroll
- Solid knowledge and experience in HR and financial reporting procedures
- Strong accounting skills
- Knowledge of provincial legislation on Employment Standards, Occupational Health and Safety, and Human Rights
- Knowledge of federal and provincial legislation affecting charities
- Effective at building positive relationships with staff and partnerships with stakeholders at all levels; professional in all dealings with internal and external stakeholders
- Detailed oriented and professional, and able to multi-task effectively
- Excellent verbal and written communications skills
- Strong problem solving skills
- Flexible and positive approach to work and willingness to take initiative to lend assistance when needed.

Salary Range: \$47,377 - \$57,906

The Alzheimer Society of Saskatchewan provides extended health benefits through 3SHealth and participates in SHEPP (Saskatchewan HealthCare Employees' Pension Plan). Interested and qualified applicants can forward a cover letter and resume with reference PBC to:

Twila Drimmie
Director of Finance
Alzheimer Society of Saskatchewan
#301- 2550 – 12th Avenue Regina, SK S4P 3X1
Email: mhatcher@alzheimer.sk.ca

We thank all who apply, but only those selected for an interview will be contacted.