



EMPLOYMENT OPPORTUNITY

Administrative Assistant Payroll / ATB Agent

Starland County is seeking an energetic, highly motivated professional to fill the position of Administrative Assistant Payroll/ATB Agent. As the Administrative Assistant Payroll/ATB Agent, you must have effective communication, attention to detail, proficient computer skills, ability to maintain strict confidentiality as well as have strong organizational skills and a solid working knowledge of the Alberta Employment Standards Code. Completing your Payroll Compliance Practitioner (PCP) certification is mandatory within the first two years of employment. The preferred candidate will have a College Diploma or University Degree in Business Administration and/or your PCP certification and a minimum of 2 years' experience in a similar type of roll. As the ATB Agent, you are required to complete training courses provided by ATB. This job will then entail operating the agency daily and providing customer service. The job duties will include but are not limited to the following:

- ✓ Administration and preparation of payroll including timely and accurate preparation and distribution of semi-monthly payroll
- ✓ Maintaining data in the payroll system
- ✓ Maintaining holiday and sick day spreadsheet
- ✓ Updating calendar on employee leaves from the leave request forms
- ✓ Monthly account reconciliations
- ✓ Responding to employee inquiries regarding payroll practices
- ✓ All year end processes and related employment
- ✓ Responsible for processing customer transactions
- ✓ Providing client cards as needed
- ✓ Ordering and transferring cash to the branch in Drumheller
- ✓ Completing the start and end of day requirements
- ✓ Assisting ATB customers with requests they may have

This opportunity is a full-time permanent position, Monday to Friday from 8:00 a.m. to 4:00 p.m. The successful candidate will be required to provide a criminal record check, obtain a credit check and must be bondable. A competitive salary and excellent benefits package are available.

If this opportunity is of interest to you, please forward your cover letter and resume to the address below no later than 4:00 p.m. on Friday December 3, 2021. For additional information about the job description or our municipality please see our website at www.starlandcounty.com. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Starland County
PO Box 249
Morrin, AB T0J 2B0
Attention: Human Resources Coordinator

Fax: 403.772.3807
Email: hr-office@starlandcounty.com