



## Payroll Assistant

**About Us:** Closer to Home Community Services (CTH) is a Calgary and Airdrie based not-for-profit agency that delivers a variety of services designed to meet the needs of vulnerable children and their families. Be a part of an innovative team that envisions:

- A future where every child will belong to a family and feel valued and secure
- All families can care for their children and contribute meaningfully in their community
- A broad array of strength-based and family-centered services that teach, coach and support families to create new possibilities and achieve better futures together

**About the Position:** In this Part-Time (0.80 FTE) position, the Payroll Assistant will support the Payroll Administrator to create and maintain employee records in the Payroll system, verify timesheets and follow up anomalies, process bi-weekly payroll and process ROE's. The Payroll Assistant will also train new staff to successfully use the Payroll system, respond to staff queries, perform monthly reconciliations, and prepare ad hoc reports requested by management and third parties.

**About You:** You are a self-motivated individual with the ability to maintain a high degree of professionalism and confidentiality. You are extremely detail oriented, able to work independently and are highly organized, allowing you to effectively manage multiple priorities at one time. You are also extremely adaptable and can adjust to changing priorities as needed. In addition, you have exceptional written and verbal communication skills and are comfortable interacting with people from a variety of backgrounds as well as with people at all levels of the organization. You are culturally competent and able to conduct yourself in a manner which is respectful and encouraging of the cultural/spiritual beliefs and practices of others.

A Diploma in a related field and minimum of three years of previous payroll service experience is required. Experience processing payroll using Dayforce or an equivalent software is an asset, as well as proficiency in Word, Excel, Power Point, Google Workspaces Suite (Gmail) and Adobe. In addition, a Police Information Check and an Intervention Record Check must be completed upon hire.

**Required Competencies:** All positions at Closer to Home Community Services require (5) competencies: Instills Trust, Consumer Focus, Communicates Effectively, Situational Adaptability and Ensures Accountability.

**Interested applicants are asked to submit their Cover Letter and Resume using the following link:**

<https://closerhome.bamboohr.com/jobs/>

**Closing Date: May 15<sup>th</sup>, 2021**

*We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted.*

*For more information on our organization, please visit our website at [www.closerhome.com](http://www.closerhome.com)*