



westside

Come be a part of it!

Westside Recreation Centre

2000-69 Street SW, Calgary, Alberta

work@westsiderec.com

POSITION: Payroll/HR Administrator

Westside Recreation Centre is a world-class facility based on a lifestyle and wellness concept. Since 2000, we have been providing families with high quality and accessible recreation facilities, programs and services.

We are currently recruiting for a Payroll/HR Administrator to join our team!

The Payroll/HR Administrator is responsible for the administration of all payroll and HR functions. The primarily responsible for the day-to-day operations include but are not limited to:

- Administration and processing of bi-weekly payroll using UKG
- Complete payroll changes and updates for payroll processing
- Process and file records of employment and prepare payroll reports
- Accurate processing, data entry and upkeep of employee information and certifications
- Year end reporting and T4 administration
- Update payroll and policy procedure documents
- Maintain employee and payroll records in compliance with legal requirements
- Maintain and manage vacation entitlements, stat holidays and banked overtime
- Personnel file management and upkeep including filing and document management
- Administration and completion of any grant application requirements (ie Summer Student Grant)
- Maintain and update of employment policies, procedures and programs
- Full cycle recruitment including job posting, resume screening, drafting letters and documents, onboarding, orientation
- Preparing HR documents as required
- Maintains knowledge and compliance with all payroll and employment laws and regulations

This full-time, hands-on permanent position works a flexible schedule of 37.5 hours/week, evening and weekend work may be required.

Qualifications/Skills required:

- Canadian Payroll Association certification
- Diploma or degree in Accounting, Human Resource Management or related field is an asset
- A minimum of 3 (three) years payroll experience, preference given to those with UKG experience
- Human resource generalist knowledge and some experience
- Current Standard First Aid/CPR/AED certification
- Excellent written and verbal communication skills

- Excellent organization skills with a strong attention to detail and accuracy
- Strong work ethic and professional manner
- Ability to manage priorities and multitask
- Good understanding of payroll and HR policies, procedures and current regulations
- Proficient with payroll and HR systems, preference will be given to UKG experience
- Experience in a recreation setting is an asset

Salary: Westside provides a competitive salary and benefits package

Closing Date: *Open until a suitable candidate has been found*

We are seeking a dynamic, committed and experienced individual! If you are a team player, motivated and want to be a part of the Westside team, please forward your cover letter and resume to work@westsiderec.com

We thank all applicants for their interest, however only those candidates to be interviewed will be contacted. Westside Regional Recreation Society believes in equal opportunities and is a non-smoking environment. All positions have a screening process that includes interviews, references, security, and employment history checks