



Accredited Supports to the Community

Payroll Assistant

Accredited Supports to the Community is seeking a dependable individual for a part time Payroll Assistant opportunity in **Olds, AB**. This is a 19-month term position covering a Maternity/Parental Leave August 8th, 2022, to March 12, 2024.

Operating for 45+ years, ASC is a non-profit society that helps over 1500 families every year in the Olds and surrounding areas. ASC provides Community Disability Services to adults, children and their families, Healthy Family services, parenting supports, as well as operates the Olds Bottle Depot.

The Choice Candidate:

- 1-2 Years Payroll experience
- Business Diploma or Certificate
- Proficient with Sage 50 Payroll Module
- Ability to work within deadlines
- Strong attention to detail
- Able to work independently and collaboratively
- Willing to receive direction as needed
- Familiar with Alberta Employment Standards and Legislation
- Familiar with ROE's

Responsibilities:

Payroll Assistant responsibilities as below but not limited to:

- Process complex **biweekly** payroll for up to 130 employees
- Data entry from submitted timesheets through to distribution of pay stubs
- Payroll reconciliation and submission to financial institution
- Record of Employments when needed
- Payroll related filing as needed

ASC Offers:

- 28 hr week – 1 week on, 1 week off
- Work week: Monday – Thursday 8:30-4:30 (7 hrs/day - 1-hour unpaid lunch break)
- Starting wage - \$21.25/hour

If you are a committed, dependable individual and are interested in this part time opportunity – we want to hear from you! Please send in your resume and cover letter quoting Competition ASC0613 to hr@asc-mva.ab.ca. This competition closes June 24, 2022. We would like to thank all candidates in advance for their interest in this position; however, only those being considered for an interview will be contacted.