



Parkland County
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Parkland County, AB T7Z 1R1

Telephone: (780) 968-8888
Toll-Free: 1-888-880-0858
Fax: (780) 968-8413

Website:
www.parklandcounty.com

E-mail Applications/Resumes to:
employment@parklandcounty.com

Interested candidates are invited to forward their application/ resume, quoting the Competition Number by mail, fax or e-mail.

Parkland County has a Smoke-Free Workplace Policy in Effect.

Parkland County has a nepotism policy in effect which limits the consideration of employees' relatives for employment. Please contact Human Resources for further information on this policy (including the definition of a relative under this policy).

We thank all applicants for their interest; however only those selected for interviews will be contacted.

The personal information submitted pursuant to this advertisement is being collected under the authority of the Municipal Government Act and will be used for Parkland County employment opportunities only. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

Employment Bulletin

With a population of 29,679, Parkland County offers a range of municipal services and a vibrant mix of agricultural, residential, industrial and recreational opportunities. This unique rural area is situated on the west outskirts of Edmonton, stretching over 2438 sq. km. of picturesque landscapes. We are currently inviting applications for a:

PAYROLL CLERK

(Permanent, Full-time)

A challenging opportunity exists for a self-motivated team player who favors a fast paced and rapidly changing environment and has the ability to meet deadlines and work under pressure. Reporting to the Accounting Technician – Payroll Services, your attention to detail, numerical accuracy and data entry skills will be well utilized in processing payroll from hire to termination for approximately 185 staff. Full working knowledge of government legislation and regulations relating to payroll, taxation, pension and employment insurance laws is required. The start date for this position will be August 5, 2008.

QUALIFICATIONS:

- Completion of or working towards a CPA Payroll Compliance Practitioner Certification
- Minimum of three years of related payroll experience including interpreting collective agreements
- Strong skills in Microsoft Office Suite, especially with Excel
- Experience working with Bellamy Webview 2.0 Software is an asset
- Equivalent combinations of education and experience may be considered

Competition Number:	08-47INT
Rate of Pay:	\$40,945 to \$49,840 per annum
Hours of Work:	7 hours/day; 35 hours/week
Competition Closing Date:	Friday, June 13, 2008 at 4:30 p.m.
Benefits:	Extensive benefits are offered including an option to join our Earned Days Off Program.

Further information can be obtained by calling Patt Rimmer, Accounting Technician – Payroll Services at (780) 968-8888 ext. 8291.