



Saskatchewan Distance Learning Centre

Main office:

408-5th Avenue

Kenaston, SK S0G 2N0

306-252-1000

Saskatchewan Distance Learning Centre (Sask DLC) is dedicated to providing high-quality Kindergarten to Grade 12 (K-12) online learning opportunities for students throughout Saskatchewan. We are dedicated to continuous improvement and growth, leadership at all levels, academic excellence, and a strong, cohesive culture. This is accomplished through providing learning opportunities that are responsive to students, families and communities while meeting the needs of our growing and diverse province.

Payroll and Benefits Clerk

Saskatchewan Distance Learning Centre (Sask DLC) requires a continuing Payroll and Benefits Clerk within the Corporate Services Department of Sask DLC. The position will commence on an agreed upon date with the successful candidate working in our Regina Administrative Office.

Sask DLC is a newly formed Treasury Board Crown Corporation in Saskatchewan, created to deliver high-quality and equitable online learning programs to students across the province. Sask DLC's head office is located in Kenaston, with an administrative office in Regina, and nine regional campuses located in Swift Current, Moose Jaw, Estevan, Yorkton, Saskatoon, Nipawin, Prince Albert, Neilburg and La Ronge. Sask DLC delivers online programming to full-time K-12 students and part-time students attending schools across the province.

Payroll and Benefit Clerk Responsibilities

Reporting to the Director of Human Resources you will:

- be responsible for a range of complex payroll activities using an HRIS and interpreting policies, collective bargaining agreements and procedures within a multiple unionized environment;
- ensure that employee time is accurate each pay period, previous period pay adjustments are processed, payroll processing is coordinated with provider, and payroll registers are verified for deposit including administration of variable pay, salary progression, and all other adjustments;
- answer employee and supervisor payroll and benefit inquiries, record and file pay documents and provide back-up coverage for Human Resources as needed;
- prepare and process any required payroll reporting and payroll remittances for benefits and pension;
- accurately interpret, reference, and explain regulations, policies, acts, and procedures; and,
- oversee employee benefit administration, including managing employee benefit plans, maintaining records, and resolving any issues that may arise.

Background and Competency Requirements

The ideal candidate will be organized, logical and attentive to detail as well as approachable and professional when dealing with internal and external stakeholders.

In addition, we require the successful candidate to:

- have in-depth knowledge of payroll and benefit administration within an HRIS and knowledge of payroll legislation and compliance;
- have the ability to coach employees, set clear expectations, provide feedback and guidance, and hold people accountable;
- demonstrate their ability to be an effective problem solver with excellent oral and written communication skills and strong organizational and time-management skills; and,
- have the ability to input, edit, update and format information in spreadsheets, databases, and word processing software. Speed, accuracy, and attention to detail are essential.

Typically, the knowledge, skills and experience required to be successful in this position would have been obtained through successful completion of post-secondary diploma or degree in a related field plus three years of related experience or an equivalent combination of education and experience. Being a Payroll Compliance Practitioner (PCP) or Certified Payroll Manager (CPM) is considered an asset.

Candidates are asked to clearly describe in their cover letter and resume where they have acquired the required knowledge and the skills required for success in this position.

What We Offer

Sask DLC provides a work environment that is committed to upholding the values of Respect and Integrity, Serving Citizens, Excellence, Innovation and Acting as One Team.

Sask DLC is committed to workplace diversity which reflects the diversity of the students and communities we serve. Applications are encouraged from First Nations and Métis candidates.

Sask DLC offers an attractive compensation package that includes a competitive salary (MCP03 with an annual salary range of \$57,780 to \$75,135), comprehensive health and dental benefits, and a pension plan. Salary can be negotiated based on experience and educational background.

To Apply: Interested applicants are invited to email a resume with a cover letter and contact information for at least three professional references to:

Humanresources@saskDLC.ca

Questions or inquiries regarding the position can be directed to:

Guy Werbicki

Director of Human Resources

Saskatchewan Distance Learning Centre

Guy.Werbicki@saskdlc.ca

306-229-9716

*We thank all those who apply for this position; however, only those selected for an interview will be contacted.

*The successful candidates will be required to submit a satisfactory criminal record check as a condition of employment.