

# Medicine Hat Catholic Board of Education



## Competition #466

### **Payroll Officer 1.00 FTE with Business Services 7 hours/day weekdays (8:00a.m. – 4:00p.m.), 35 hours/week at the Catholic Education Centre**

**Start Date:** When suitable candidate is found  
**Closing Date for Applications:** October 26, 2022 at noon

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Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2900 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

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**Description:** The ideal candidate should possess a combination of education and experience to support the Catholic Education Centre team.

**The successful candidate must:**

- Monthly preparation of payroll for division staff in unionized and non-unionized employee groups
- Administration of the division's pension plans – Alberta Teachers' Retirement Fund (ATRF) and Local Authorities Pension Plan (LAPP) and Registered Retirement Plans
- Prepare annual ATRF and LAPP reports
- Make annual program (rate) changes to payroll system
- Reconcile and transmit monthly payroll remittances including receiver general, voluntary employee deductions, and Alberta School Employee Benefit Plan (ASEBP) benefit/insurance withdrawals
- Prepare T4s, Records of Employment, union dues, teacher experience recognition, vacation/grid increments
- Prepare year end reporting as required by external auditors and supply information to substantiate transactions

**Qualifications and Skills:**

- Certified Payroll Compliance Practitioner (PCP) or post-secondary education in business/accounting or a combination of experience/education
- Knowledge of payroll/accounting software; specifically, Atrieve is an asset
- Competent in the use of technology (Google and Microsoft Suite)
- Must have exceptional organization and time management skills and be capable of working in a fast-paced, multi-task, team-oriented environment
- Be self-directed, independent, and highly motivated as an individual
- Have strong interpersonal and communication skills

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the Division, will undertake to follow, both in and out of your employment with the Division, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

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**For more information, please contact: Amanda McCrie, CPA, CA, Assistant Secretary Treasurer at (403) 502-8355.**

Reply with Cover Letter, Resume, and [Support Staff Application Form](#), along with current pastoral reference (if available) to [resumes@mhcbce.ab.ca](mailto:resumes@mhcbce.ab.ca). Please reference the Competition # on the cover letter. A [Police Information Check](#) including Vulnerable Sector Search and [Alberta Children's Services Intervention Record Check](#) will be required upon commencement of employment.

Visit us at [Medicine Hat Catholic Board of Education](#)  
**Great Schools – Fantastic Staff – Exceptional Student Programming**

**We thank all those that apply. Only those selected for an interview will be contacted.**