



ADMINISTRATION – Payroll & Scheduling Coordinator

MVSH Administration Office in Olds, AB



JOB TITLE: Administration – Payroll & Scheduling Coordinator
(Full-time, eligible for benefits).

POSITION NO: (MVSH 10 - FT PSC)

EFFECTIVE DATE: As soon as possible.

SALARY RATE: As per the MVSH salary schedule.

MAIN DUTIES:

- Under the direction of the Manager of Payroll & Benefits, prepares and maintains the Master Rotations for all MVSH sites
- Oversees and performs effective scheduling of staff by completing routine, complex and often urgent staff scheduling tasks within short timelines
- Reviews and verifies employee timesheet data in online system
- Completes bi-weekly payroll data entry and processing
- Provides Dayforce system support including troubleshooting and supporting upgrades and, acts as a resource for staff
- Responsible for running reports, performing general office duties and, other duties as assigned.

QUALIFICATIONS:

1. Post-secondary education in payroll, human resources or a related discipline.
2. Certified Payroll Compliance Practitioner or Certified Payroll Manager designation an asset.
3. Two or more years' experience in a payroll support role with knowledge of payroll systems, employment standards and staff scheduling preferably in a health environment.
4. Excellent judgment and discretion in handling confidential and sensitive information.
5. Proven ability to act professionally and to exercise a high degree of self-motivation.
6. Meticulous attention to detail, excellent time management and problem-solving skills.
7. Strong interpersonal and communication skills.
8. Advanced computer skills with proficiency in MS Office, Payroll and Accounting Software.
9. Must have a clear and current vulnerable sector check.

CLOSING:

Until a suitable candidate is found.

FORWARD RESUME TO:

Marie McMullen
Human Resources Advisor
Mountain View Seniors' Housing
hr@mvsh.ca
Phone: 403-556-2957 ext 721
Fax: 587-796-0776

*We thank all applicants for their interest,
only those selected for an interview will
be contacted.*

Our Vision - We enhance lives by providing quality care
and self-sustainable living through innovative leadership.

