



Saskatoon Public Schools
Inspiring Learning
saskatoonpublicschools.ca

Saskatoon Public Schools is the largest school division in Saskatchewan with more than 27,000 students 3,300 professional and support staff in 47 elementary schools, 10 collegiates, one k-12 school, one associate school and one alliance school. Our schools are multicultural and multi-faith, and our French Immersion, Cree language and culture, and English as an Additional Language programs are expanding rapidly.

SASKATOON PUBLIC SCHOOLS REQUIRES A: Payroll Assistant

The payroll department at Saskatoon Public Schools requires a full-time Payroll Assistant to join our team. The successful candidate will support the payroll team with a variety of activities including administrative processing support for various payrolls in the division, coordinating teacher, support, and casual payrolls and supporting the needs of employees and stakeholders.

Candidates must have completed grade 12 or equivalent standing plus the successful completion of a recognized one-year business program with a major in accounting or human resources. Those candidates with National Payroll Association certification or those who are actively pursuing certification are preferred. A minimum of three to five years of payroll experience including administering salary and benefit plans in a unionized environment is required. The successful candidate will demonstrate a detailed understanding of human resources information systems, accounting practices, statutory payroll deductions, and payroll processes. They will have strong communication and customer service skills. Candidates will bring knowledge of payroll system processes and configurations to analyze and solve problems and a strong understanding of payroll regulations, employment standards, and statutory requirements. Attention to detail and the appropriate handling of confidential information is important. The successful candidate will be able to work independently as well as in a team environment under tight deadlines. The candidate will have exceptional computer skills with advanced skill in Excel and demonstrated proficiency in other Microsoft Office products and databases.

Applicants are requested to complete an online application at <http://www.applitrack.com/Saskatoon/onlineapp/>.

The closing date for applications is September 20, 2023.

***Applications are encouraged from persons of Indigenous ancestry
as we strive to develop a representative workforce.***



*Saskatoon Public Schools wish to thank all applicants for their interest.
However, only those candidates selected for an interview will be contacted.*