

Parkland Community Living and Supports Society



PAYROLL MANAGER

Parkland Community Living and Supports Society is looking for an experienced Payroll Manager to join our team. We are a not for profit agency with 500+ employees, providing supports to adults and children with developmental disabilities in Central Alberta. Reporting to the Director of Finance, the Payroll Manager will oversee the accurate and timely processing of payroll through ADP Workforce Now. In addition, the Payroll Manager will lead and mentor the Payroll Coordinator.

Responsibilities:

- Process and administer bi-weekly payroll and benefit plans
- Ensure payroll processes adhere to the Collective Agreement where applicable
- Work collaboratively with the Finance and Human Resources teams to ensure payroll accuracy
- Prepare Records of Employment
- Compile year end processing and reporting for T4's, T2200s, WCB
- Strong understanding of payroll accounting, including journal entries, reconciliations and analysis
- Ensure accurate calculation and compliance of payroll liabilities
- Maintain and update the payroll system including: setting up new earning and deduction codes; plan and test system upgrades and perform user acceptance testing
- Ensure compliance with federal and provincial legislation by staying up to date with payroll regulations. Make necessary adjustments to payroll processes, policies and systems to ensure ongoing compliance
- Communicate relevant changes and expectations to employees as needed, ensuring that there are up-to-date orientation and training materials for payroll processes
- Ensure accuracy and completeness of payroll accounting procedures to meet the requirements of external auditors

Knowledge and Skill Requirements:

- Post-secondary education with a focus on Compensation/Payroll or equivalent work experience
- Completion of the Payroll Leadership Professional designation would be preferred
- Minimum 5 years of payroll experience with progressive responsibility
- Experience with project management, supervision and mentorship
- Advanced proficiency in Microsoft Excel
- Strong analytical, numerical and problem-solving skills
- Superior written and verbal communication skills
- Strong organizational and time management abilities with minimal supervision
- Experience with ADP Workforce Now would be preferred

Hours of Work: 40 hours per week: Monday – Friday, 8 am – 4:30 pm

Annual Salary: \$71,281

We offer a competitive salary, comprehensive benefits package, RRSP's, and support personal and work life balance with health and wellness and vacation days.

We look forward to hearing from you; please forward your resume quoting competition # 8030PAY by **September 24, 2024** to: Fax: 403-986-2404, E-mail: hr@pclass.org

We thank all applicants but only those selected for an interview will be contacted.

www.parklandclass.org

Parkland Community Living and Supports Society

ADULT RESIDENTIAL SUPERVISOR

We have an excellent opportunity for an experienced Supervisor to oversee and participate in the overall program delivery for 2 individuals with developmental disabilities living in the Red Deer community.



The Company:

Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963.

The Position:

Supervise and participate; in the wellness and daily care of each individual, in the development and implementation of personalized plans for each individual, in the completion of logs, reports, daily household chores, and routine housekeeping. Develop a positive team atmosphere, train and supervise a team of approximately 13 employees, and budget management.

- **Hours of Work:** 40 hours per week: Monday to Friday: **7am – 3pm**
- **Wage:** \$25.68 - \$27.46 per hour
- **Benefits:** Voluntary RRSP matching up to 3% and Group Benefits (Medical, Dental, Life, AD&D, LTD & Critical Illness), Employee Assistance plan.

The Requirements:

- Completed 2-year Post-Secondary Diploma in Human Services or related field (International Qualifications Assessment required, Diplomas acquired under 2 years not accepted)
- 3 years of experience in a related field
- A **minimum** of 1-year experience in a supervisory position
- Experience managing behaviors of concern and implementing behavior management plans is essential.
- Knowledge of indigenous culture would be considered an asset
- Ability to manage time effectively and complete tasks with a high degree of accuracy, while still attending to the needs of individuals.
- Proficiency with ShareVision/ Sharepoint platform and Microsoft office would be an asset.
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Check

Please forward cover letter and resume quoting competition #7626ARSU to: Fax: 403-986-2404 or E-mail: hr@pclass.org

**We thank all applicants but only those selected for an interview will be contacted.
Competition will remain open until the position is filled.**

Internal applicants, please use Parkland CLASS internal process to apply.

Parkland Community Living and Supports Society



ADULT RESIDENTIAL SUPERVISOR

We have an excellent opportunity for an experienced Supervisor to oversee and participate in the overall program delivery for 3 individuals with developmental disabilities living in the Red Deer community.

The Company:

Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity, and rights since 1963.

The Position:

Supervise and participate; in the wellness and daily care of each individual, in the development and implementation of personalized plans for each individual, and in the completion of logs, reports, daily household chores, and routine housekeeping. Develop a positive team atmosphere, train and **supervise a team of approximately 12 employees**, and budget management.

Hours of Work: 40 hours per week: Monday to Friday: **8am – 4pm**

Wage: \$25.68 - \$27.46 per hour

Benefits: Voluntary RRSP matching up to 3% and Group Benefits (Medical, Dental, Life, AD&D, LTD & Critical Illness), Employee Assistance plan.

The Requirements:

- Completed 2-year Post-Secondary Diploma in Human Services or related field (International Qualifications Assessment required, Diplomas acquired under 2 years not accepted)
- 3 years of experience in a related field
- A **minimum** of 1-year experience in a supervisory position
- Experience following positive behavioral strategies would be considered an asset.
- Experience or knowledge of Indigenous culture would be considered an asset.
- Excellent time management skills and ability to complete tasks with a high degree of accuracy, while still attending to the needs of individuals.
- Proficiency with Sharevision/ Sharepoint platform and Microsoft Office would be an asset.
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Check
- Ability & willingness to drive the agency wheelchair van when required (training provided)

Please submit a cover letter & resume quoting competition **#7761ARSU** to: Human Resources, Fax: 403-986-2404 or E-mail: hr@pclass.org

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Competition will remain open until the position is filled.**

Internal applicants, please use Parkland CLASS internal process to apply.

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Parkland C.L.A.S.S.

Parkland Community Living and Supports Society

ADULT RESIDENTIAL SUPERVISOR

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The Company:

Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963.

The Position:

Supervise and participate; in the wellness and daily care of each individual, in the development and implementation of personalized plans for each individual, in the completion of logs, reports, daily household chores, and routine housekeeping. Develop a positive team atmosphere, train and supervise a team of approximately 7 employees, and budget management.

- **Hours of Work:** 40 hours per week: Monday to Friday: **8am – 4pm**
- **Wage:** \$25.68 - \$27.46 per hour
- **Benefits:** Voluntary RRSP matching up to 3% and Group Benefits (Medical, Dental, Life, AD&D, LTD & Critical Illness), Employee Assistance plan.

The Requirements:

- Completed 2-year Post-Secondary Diploma in Human Services or related field (International Qualifications Assessment required, Diplomas acquired under 2 years not accepted)
- 3 years of experience in a related field
- A **minimum** of 1-year experience in a supervisory position
- Experience following behavior programs and positive approaches to manage behaviors of concern, as well as Care Plans to meet medical needs.
- Knowledge of indigenous culture would be considered an asset
- Ability to manage time effectively and complete tasks with a high degree of accuracy, while still attending to the needs of individuals.
- Proficiency with ShareVision/ Sharepoint platform and Microsoft office would be an asset.
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Check

Please submit a cover letter & resume quoting competition **#7885ARSU** to: Human Resources, Fax: 403-986-2404 or E-mail: hr@pclass.org

**We thank all applicants but only those selected for an interview will be contacted.
Competition will remain open until the position is filled.**

Internal applicants, please use Parkland CLASS internal process to apply.

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Parkland C.L.A.S.S.

Parkland Community Living and Supports Society



ADULT RESIDENTIAL SUPERVISOR

We have an excellent opportunity for an experienced Supervisor to oversee and participate in the overall program delivery for 3 individuals with developmental disabilities living in the Red Deer community.

The Company:

Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963.

The Position:

Supervise and participate: in the wellness and daily care of each individual, in the development and implementation of personalized plans for each individual, in the development and implementation of behaviour management plans and strategies, in the completion of logs, reports, daily household chores, and routine housekeeping. Develop a positive team atmosphere, train and supervise a team of approximately 16 employees, and budget management.

Hours of Work: 40 hours per week: Monday to Friday: 8am – 4pm

Wage: \$25.68 - \$27.46 per hour

Benefits: Voluntary RRSP matching up to 3% and Group Benefits (Medical, Dental, Life, AD&D, LTD & Critical Illness), Employee Assistance plan.

The Requirements:

- Completed 2-year Post-Secondary Diploma in Human Services or related field (International Qualifications Assessment required, Diplomas acquired under 2 years not accepted)
- 3 years of experience in a related field
- A **minimum** of 1-year experience in a supervisory position
- Experience with program development and Indigenous Culture would be considered an asset.
- Ability to manage time effectively and complete tasks with a high degree of accuracy, while still attending to the needs of individuals.
- Proficiency with ShareVision/Sharepoint platform and Microsoft office would be an asset.
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Check

Please forward cover letter and resume quoting competition #7893ARSU to: Fax: 403-986-2404, E-mail: hr@pclass.org

**We thank all applicants but only those selected for an interview will be contacted.
Competition will remain open until position is filled.**

Internal applicants, please use Parkland CLASS internal process to apply.

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Parkland Community Living and Supports Society



ADULT RESIDENTIAL SUPERVISOR

We have an excellent opportunity for an experienced Supervisor to oversee and participate in the overall program delivery for 3 individuals with developmental disabilities living in the Red Deer community.

The Company:

Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity, and rights since 1963.

The Position:

Supervise and participate: in the wellness and daily care of each individual, in the development and implementation of personalized plans for each individual, and in the completion of logs, reports, daily household chores, and routine housekeeping. Develop a positive team atmosphere, train and supervise a team of approximately 12 employees, and budget management.

Hours of Work: 40 hours per week: Monday to Friday: 7am – 3pm

Wage: \$25.68 - \$27.46 per hour

Benefits: Voluntary RRSP matching up to 3%, Group Benefits (Medical, Dental, Life, AD&D, LTD & Critical Illness), and Employee Assistance plan.

The Requirements:

- Completed 2-year Post-Secondary Diploma in Human Services or related field (International Qualifications Assessment required, Diplomas acquired under 2 years not accepted)
- 3 years of experience in a related field
- A **minimum** of 1 year experience in a supervisory position.
- Experience following positive behavioral strategies would be considered an asset, as well as Care Plans to meet medical needs
- Experience or knowledge of Indigenous culture would be considered an asset.
- Excellent time management skills and ability to complete tasks with a high degree of accuracy, while still attending to the needs of individuals.
- Proficiency with ShareVision/ Sharepoint platform and Microsoft Office would be an asset.
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Check

Please submit a cover letter & resume quoting competition #7937ARSU to: Human Resources, Fax: 403-986-2404 or E-mail: hr@pclass.org

**We thank all applicants but only those selected for an interview will be contacted.
Competition will remain open until the position is filled.**

Internal applicants, please use Parkland CLASS internal process to apply.

www.parklandclass.org

Parkland C.L.A.S.S.

Parkland Community Living and Supports Society



ADULT RESIDENTIAL SUPERVISOR **TERM POSITION ENDING DECEMBER 31, 2024**

We have an excellent opportunity for an experienced Supervisor to oversee and participate in the overall program delivery for 3 individuals with developmental disabilities living in the Red Deer community.

The Company:

Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963.

The Position:

Supervise and participate: in the wellness and daily care of each individual, in the development and implementation of personalized plans for each individual, in the development and implementation of behaviour management plans and strategies, in the completion of logs, reports, daily household chores, and routine housekeeping. Develop a positive team atmosphere, train and supervise a team of approximately 14 employees, and budget management.

Hours of Work: 40 hours per week: Monday to Friday: 8am - 4pm

Wage: \$25.68 - \$27.46 per hour

Benefits: Voluntary RRSP matching up to 3% and Group Benefits (Medical, Dental, Life, AD&D, LTD & Critical Illness), Employee Assistance plan.

The Requirements:

- Completed 2-year Post-Secondary Diploma in Human Services or related field (International Qualifications Assessment required, Diplomas acquired under 2 years not accepted)
- 3 years of experience in a related field
- A **minimum** of 1-year experience in a supervisory position
- Experience following individual Care Plans to meet medical needs.
- Ability to manage time effectively and complete tasks with a high degree of accuracy, while still attending to the needs of individuals.
- Proficiency with ShareVision/ Sharepoint platform and Microsoft office would be an asset.
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Check

Please forward cover letter and resume quoting competition #7952ARSU to:

Fax: 403-986-2404, E-mail: hr@pclass.org

We thank all applicants but only those selected for an interview will be contacted. Competition will remain open until all positions are filled.

Internal applicants, please use Parkland CLASS internal process to apply.

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Parkland Community Living and Supports Society



ADULT RESIDENTIAL SUPERVISOR - Maternity Leave Coverage to November 27, 2025 with possibility of Extension

We have an excellent opportunity for an experienced Supervisor to oversee and participate in the overall program delivery for 3 individuals with developmental disabilities living in the Red Deer community.

The Company:

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The Position:

Supervise and participate: in the wellness and daily care of each individual, in the development and implementation of personalized plans for each individual, in the development and implementation of behaviour management plans and strategies, in the completion of logs, reports, daily household chores, and routine housekeeping. Develop a positive team atmosphere, train and supervise a team of approximately 15 employees, and budget management.

Hours of Work: 40 hours per week: Monday to Friday: 7am – 3pm

Wage: \$25.68 - \$27.46 per hour

Benefits: Voluntary RRSP matching up to 3% and Group Benefits (Medical, Dental, Life, AD&D, LTD & Critical Illness), Employee Assistance plan.

The Requirements:

- Completed 2-year Post-Secondary Diploma in Human Services or related field (International Qualifications Assessment required, Diplomas acquired under 2 years not accepted)
- 3 years of experience in a related field
- A **minimum** of 1-year experience in a supervisory position
- Experience following behavior programs and positive approaches to manage behaviors of concern, as well as Care Plans to meet medical needs.
- Ability to manage time effectively and complete tasks with a high degree of accuracy, while still attending to the needs of individuals.
- Proficiency with Sharevision/ Sharepoint platform and Microsoft office would be an asset.
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Check

Please forward cover letter and resume quoting competition #7963ARSU to Parkland CLASS Human Resources, Fax: 403-986-2404 or E-mail: hr@pclass.org

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Competition will remain open until the position is filled.**

Internal applicants, please use Parkland CLASS internal process to apply.