



Fort Smith

NORTHWEST TERRITORIES

P.O. Box 147 • Northwest Territories • X0E 0P0

Position: Pay and Benefits Clerk.

Location: Fort Smith, Northwest Territories.

Status: 15 -Months Term.

Closing Date: Open until filled.

Competition Type: Regular.

The Town of Fort Smith is seeking a detail-oriented and dependable **Payroll and Benefits Clerk** to support payroll and employee benefits, as an important part of our administrative team, for a 15-month term.

OUTLINE OF THE POSITION

Reporting to the Director of Corporate Services, the Pay and Benefits Clerk is responsible for the accurate and timely processing of payroll for all Town of Fort Smith (Town) employees, Fire/EMS volunteers, and the Mayor and Council. This position works closely with finance and human resources personnel to ensure employees are paid accurately and on time. The ideal candidate is organized, discreet, and comfortable working independently in an office environment where collaboration and professionalism are valued.

The incumbent will ensure payroll transactions are processed in accordance with federal and territorial statutes, regulations, agreements, policies, and procedures, and are current, accurate, and delivered in accordance with the long-standing biweekly pay scheduled observed by the Town.

KEY RESPONSIBILITIES AND DUTIES

- Process regular payroll accurately and on schedule
- Maintain employee payroll records and update changes (new hires, terminations, leaves, deductions)
- Administer employee benefits and pension enrollments, changes, and reporting
- Prepare and submit statutory remittances (e.g., income tax, CPP, EI, pension, benefits)
- Respond to employee payroll and benefits inquiries in a clear and confidential manner
- Prepare payroll-related reports and reconciliations
- Support year-end processes, including T4s and related reporting



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- Ensure compliance with applicable legislation, collective agreements, and municipal policies
- Assist with general administrative and finance duties as required

QUALIFICATIONS AND EXPERIENCE

- Completion of post-secondary education in payroll, accounting, business administration, or a related field
- Previous payroll and benefits experience, preferably in a public sector or unionized environment
- Strong understanding of payroll legislation and confidentiality requirements
- Proficiency with payroll software and Microsoft Office (Excel in particular)
- Strong attention to detail and ability to meet deadlines
- Excellent organizational and communication skills
- Payroll Compliance Certification (PCP) or progress toward certification is considered an asset
- Equivalencies will be considered

COMPENSATION AND BENEFITS

- Pay Level/Range: Level 18 (\$75,997.87 - \$87,371.65)
- Northern Allowance paid in addition to base salary
- Paid time off, extended medical, dental, vision and life insurance with other options available for the employee and their dependents
- Employee Assistance Program

TO APPLY:

Submit your resume and cover letter to humanresources@fortsmith.ca