

## FINANCE – PAYROLL/FINANCE ANALYST FULL TIME, PERMANENT

Kentville's Department of Finance is evolving and is seeking an analyst with a focus on payroll and leading payroll technology change. If you are interested in joining a strong and dedicated team during a time of transition and helping to set the course for staff to grow and thrive, this is a chance you don't want to miss.

### About the Job:

We are recruiting a Payroll/Finance Analyst to join our dynamic team. The Payroll/Finance Analyst position is an exciting, full-time role for a local government finance professional with strong organizational skills and the ability to work well with others across multiple departments. Reporting to the Director of Finance and Accountant, the Payroll/Finance Analyst will work closely with other members of the finance and leadership teams to ensure accurate, reliable and timely payroll processing and benefit management for employees.

#### **Duties and Responsibilities:**

##### **Payroll**

- Responsible for the operation of an efficient and effective payroll system.
- Responsible for maintaining employee leave records according to policy (sick, vacation, banked time).
- Support the implementation, training and administration of a new self-serve payroll platform.
- Process payroll and related functions including regular reporting requirements.
- Create and maintain new and current employee files and ensure proper records management.
- Monitor eligibility for benefits, pension, sick time, and vacation entitlements.
- Ensure adjustments are inputted into appropriate systems.
- Prepare and input payroll journal entries.
- Confirm and complete month-end and year-end closing in payroll software.
- Reconcile payroll accounts on a monthly basis.
- Prepare all payroll remittances including taxes, pension, benefits, WCB and union dues.
- Prepare ROE's, T4's and T4A's as well as other year end legislative and organizational reporting.
- Administer group plan for benefits, pensions and WCB, ensuring proper timing for eligible employees, reconciling monthly group benefit summary, and assisting employees with inquiries concerning group benefits. Liaise with group benefits and pension representatives.
- Ensure provisions as stated in Union Agreements and Personnel Policies are followed.

## General Accounting

- Carry out monthly reconciliations, including subledger reconciliations.
- Conduct internal audits and account analysis to ensure proper compliance with internal controls.
- Assist Director of Finance and Accountant with special projects as required.
- Review established policies and procedures and make recommendations for changes and improvements as necessary.
- Assist with preparation of fiscal year budgets for payroll functions.
- Support the preparation of year end audit.
- Support the completion of account analyses and reconciliations and ensure accuracy prior to commencement of year end audit timelines.

Kentville has a defined matched pension plan of 9.0%, offers a competitive compensation and benefits package that includes health, dental and vision coverage. We offer an employee assistance program and an annual \$150 Wellness Benefit. Staff are encouraged to seek training and support for professional development and can participate in remote work supported by technology assets. The salary range for this position will be commensurate with skills and experience.

## About you:

- Degree or diploma in accounting or business or equivalent experience;
- Payroll designation from a National Payroll Institute preferred;
- Minimum 2 years' experience, preferably in a municipal government or non-profit environment/setting;
- Excellent knowledge of payroll, finance, compliance reporting, full-cycle accounting, and year-end functions;
- Excellent technology skills, specifically GP Dynamics Canadian Payroll, HRISMyWay, the F9 financial reporting software and Microsoft Excel;
- Enthusiasm for technology in a self-serve environment;
- Experience with unionized groups, union compliance and collective agreements;
- Excellent knowledge of payroll and accounting functions;
- Actively contribute to an open, inclusive and diverse work culture;
- Effective team building with strong interpersonal and communication skills;
- Well-developed organizational skills and strong attention to detail;
- Change management experience;
- Demonstrated ability to meet deadlines with frequent interruptions and maintain accuracy under pressure;
- Effectively communicate with peers, staff, internal and external partners and the public;
- Champions continuous improvement and a positive work environment;
- Exceptional time management skills;
- Ability to prioritize tasks and successfully meet deadlines;
- Demonstrated ability to work independently with minimal supervision;
- Positive and proactive within a team environment; willing to roll-up sleeves and help colleagues across all departments;
- Strong problem-solving ability and analysis skills.



## About Kentville:

Kentville is where you go for fantastic festivals, regional sports events, mountain biking, nature-based experiences, delicious food, and welcoming community spaces. When you walk through town you will come to know your neighbours but also business owners and town staff. You will be drawn to our beautiful Miners Marsh Park, our award-winning library, and dozens of unique shops and restaurants. This town really is a Breath of Fresh Air.

Kentville strives to deliver high quality services, programs and support to residents and property owners. Recreation, support for business, and responsible sustainable financial management are top priorities at the Town of Kentville to make this community one of the best in the province and in Canada. We aim to deliver on our brand promise to be “A Breath of Fresh Air” for all our municipal services, and also in the working environment of town hall.

If you are looking for a collaborative team setting, working closely with others to achieve collective goals and objectives while having a little fun, this is the place for you! Town staff are key to the success of our organization and share a commitment to provide our residents and taxpayers with respectful and responsive service. Whether we are replacing a bridge on a trail, liaising with a developer for a housing project, hosting a national mountain bike competition or sending out property tax bills, our staff have a standard of care that promotes respect, inclusion, diversity, and accessibility.

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Town of Kentville has an Employment Equity Policy and we welcome applications from Indigenous, Inuit and Metis People, African Nova Scotian's and other racially visible people, persons with disabilities, members of the 2SLGBTQQIPAA community, and femme-identifying people. If you are a member of one of the equity groups, you are encouraged to self-identify, on either your application form, covering letter or resume. Contingent on meeting the minimum education or equivalent experience\*, your application will be a high priority during the screening process.

*\*Minimum education or equivalent experience: The Town of Kentville understands that work experience and education can both be significant and meaningful forms of career advancement.*

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We thank you for your application and please note that only candidates selected to move forward through the interview process will be contacted. Please send your cover letter and resume to [jobs@kentville.ca](mailto:jobs@kentville.ca) or mail to Town of Kentville CAO, 354 Main Street Kentville, Nova Scotia B4N 1K6. **This competition will close on December 15, 2023.**