



Payroll and Accounting Officer

Canadian Rockies Public Schools is now accepting applications for the following Full-Time Probationary Payroll and Accounting Officer position.

The Payroll and Accounting Officer provides payroll and accounting services support to the school division, the Secretary/Treasurer and the Payroll Administrator.

Qualifications:

- Knowledge of general accounting principles, regulatory standards, compliance requirements and payroll legislation.
- Understanding of and ability to assist in the administration of the division payroll system.
- Attending to staff payroll and benefit concerns.
- Strong understanding of and ability to use accounting software applications.
- Highly organized.
- Ability to work independently and as a collaborative team member.

Major Duties and Responsibilities:

- Registers and terminates staff in applicable benefits programs.
- Communicates with the division benefit plan providers to support staff needs.
- Administers, reconciles and remits payroll deductions on time.
- Assist in preparing and processing monthly payroll for staff.
- Answers payroll and benefits related questions by staff and counsels as necessary.
- Prepares Records of Employment for staff when applicable.
- Assist with annual reports as required by regulatory authorities.
- Assist with the issuance of accounts receivable invoices and the receipt of invoice payments.
- Assist with the processing and payment of accounts payable transactions.
- Provides support to the Payroll Administrator and the Executive Assistant to the Secretary-Treasurer when necessary or in their absence.
- Manages confidential and sensitive divisional information or reports carefully and in an appropriate manner.
- Performs other related duties as assigned by the Secretary-Treasurer/Associate Superintendent.

Start Date: September 2, 2025

Closing date for applications: Until a suitable candidate is found. First considerations will be given to those who have applied by **Monday August 11, 2025 at 12:00 noon.**

No hard copies or faxes will be accepted. Applicants should indicate the position that they are applying for and include at least 3 references, one of which should be a recent supervisor. Please provide both phone numbers and email addresses for references. A Criminal Record Check/Vulnerable Sector Check (current within 3 months) will be required before the successful candidate may start in this position.

Applications will only be accepted electronically by email to hr@crps.ca.

Attention: Mr. Christopher MacPhee,
Superintendent of Schools

Canadian Rockies Public Schools thanks all applicants; however only those candidates selected for an interview will be contacted.