

Senior Clerk
Compensation and Benefits
Corporate Services

(Salary: Level I \$2,152.33 – 2,351.91 + BSA)

Do you want to help shape and grow our community?

Do you believe that government needs to be fiscally responsible, especially in our current economy? Do you want to be part of the Department of Corporate Services team that directly impacts the City of Fredericton's future financial well being? If so – we want to talk to you.

The City of Fredericton's Department of Corporate Services is looking for a **Senior Clerk for their Compensation and Benefits section.**

Your contribution will be significant, and you will have an impact on the future of this great city. Each day over 700 City employees work hard to make our community a better place to live and work. The City of Fredericton delivers more than 60 services with an annual budget of more than \$147 million.

The City of Fredericton prides itself on being a smart, sustainable city offering a world-class business environment and balanced lifestyle with abundant recreational and cultural amenities. Internationally and nationally recognized for municipal and community efforts, the City of Fredericton is working to be the most vibrant, small city in North America.

Senior Clerk (Compensation and Benefits)

You will join a high performing, professional, cohesive team who work together for the betterment of the team, possess a strong work ethic, is fiscally responsible, customer oriented, continuously improving, have a positive outlook and is focused on achieving results.

This position is responsible for providing outstanding levels of service to all employees of the City of Fredericton and liaising with the City's payroll service providers. This includes processing the bi-weekly payroll for the organization and submission of all related payroll remittances and documentation including but not limited to withholding taxes, union deductions, etc. and producing records of employment for submission to Service Canada.

We are looking for someone with a post-secondary education (diploma, certificate, or degree) that includes payroll education and training. In addition, the ideal candidate will possess the ability to adapt to a changing environment; establish and maintain effective working relationships; work as a team player in an environment dealing with information of a highly confidential nature. Working knowledge/experience with Oracle Fusion and ADP systems is preferred. National Payroll Institute PCP certification would be an asset and will be a requirement for the successful candidate to obtain.

This position will report to the Supervisor of Compensation & Benefits. The work can be challenging and demanding, especially considering the City of Fredericton has 6 bargaining units, a non-bargaining group and Council all with various policies and collective agreements. To be successful, you must be well organized to meet competing deadlines, have strong listening and communication skills, take initiative, and be able to work both independently and as part of a team.

Are you that person? Can you help us shape our community?

Interested individuals may apply in writing to hr@fredericton.ca by 4:30 pm on August 12, 2022
Only those candidates chosen for an interview will be contacted.



Internal/external Posting
2022 July 28

Fredericton
www.fredericton.ca