

# Payroll & Benefits Coordinator

LloydSadd  
INSURANCE BROKERS

NAVACORD

## EDMONTON | Reporting to: Payroll & Benefits Manager

### POSITION OVERVIEW

We are looking for an Payroll & Benefits Coordinator to support our Finance & Human Resources teams. This individual must have superb communication and administrative skills with very strong attention to detail. Our ideal candidate has experience and can juggle various administrative tasks in a timely manner.

### WHAT YOU'LL DO

- Organize and maintain personnel records and update internal people databases.
- Prepare and process full cycle semi-monthly hourly and salary payroll for employees; review and ensure accuracy of approved timesheets; track and deduct all garnishments, benefits, and other payroll deductions
- Responsible for coordination between payroll, human resources, and other departments as.
- Prepare and issue bi-weekly, monthly, quarterly, and annual reports.
- Collect and ensure integrity of data for HR & Payroll systems and documents.
- Ensures internal clients are provided seamless, timely, and responsive service.
- Manage year end reconciliation and reporting requirements.
- Assist in fiscal year end and annual audit process.
- Serve as back-up to Payroll Team Leader position as required.
- Other duties and projects as required.

### WHAT WE REQUIRE

- Payroll certification or diploma required
- Employment legislation and CRA regulation knowledge required
- Minimum 3 years' of payroll experience preferred
- High attention to detail and organizational skills
- The ability to keep sensitive information confidential
- Must be approachable and helpful

Qualified candidates are invited to email their resume and cover letter to: [hr@lloydsadd.com](mailto:hr@lloydsadd.com).



Lloyd Sadd is actively committed to support diversity, equity, and inclusion. We serve and recognize and respect human differences and similarities. We value the diversity of people and actively encourage women, indigenous peoples, members of visible minorities, people with disabilities, and lesbian, gay, bisexual, transgender, and queer (LGBTQ2+) persons to apply.