

## Payroll Specialist

Full-Time Permanent

**Department:** Finance

**Manager:** Director of Finance

**Salary Range:** \$61,750 - \$71,500

**Closing Date:** May 28, 2026

To apply, please submit your resume and cover letter to [careers@glenbow.org](mailto:careers@glenbow.org).

Glenbow is an equal opportunity employer and values different perspectives, backgrounds, identities, and lived experiences. We are committed to building a diverse team and encourage candidates from underrepresented groups to apply. Should you have special accommodation needs, please let us know.

## About Glenbow

Glenbow is an arts and culture museum undergoing a complete reimagining of what a museum can be. Every member of our team, regardless of job title, is focused on serving our community and reimagining the museum experience.

Our team is passionate about making art accessible to everyone. We are dedicated community builders, working to shape the future of arts and culture in Calgary and beyond. Working at Glenbow also means being part of an organization that recognizes its role in reconciliation and is working toward building an equitable community.

## Position Summary

The Payroll Specialist plays a key role in supporting the accurate, timely, and confidential administration of payroll and employee benefits for Glenbow. Reporting to the Director of Finance, this position is responsible for processing bi-weekly payroll, maintaining payroll and employee records, administering benefits and RRSP programs, and supporting payroll compliance and reporting requirements.

The Payroll Specialist works collaboratively with Finance, People & Culture, managers, employees, union representatives, and external service providers to ensure payroll accuracy, legislative compliance, and responsive employee support. This role requires strong attention to detail, sound judgement, and the ability to manage multiple priorities in a fast-paced environment.

## Key Responsibilities

### Payroll Processing & Administration

- Process bi-weekly payroll for salaried, hourly, unionized, and management employees in compliance with legislation, organizational policies, and collective agreements.

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- Maintain and update employee payroll records in Ceridian Dayforce, including new hires, terminations, leaves, salary adjustments, job changes, schedules, project codes, and benefit deductions.
- Review and reconcile payroll registers, audit reports, and payroll summaries for each pay period to ensure accuracy and resolve discrepancies.
- Prepare and submit Records of Employment (ROE) and support year-end payroll activities, including T4s, T4As, taxable benefits, and general ledger reporting.
- Maintain accurate and confidential payroll records in accordance with organizational standards and retention requirements.

## Benefits & RRSP Administration

- Administer employee benefits and RRSP programs, including enrollments, changes, terminations, and coordination with external providers.
- Maintain Healthcare Spending Accounts and process payroll deductions, remittances, and other statutory or voluntary deductions.
- Reconcile benefit and RRSP accounts and ensure timely processing of related payments and reporting.
- Support People & Culture with annual benefits reviews, renewals, and system updates in Ceridian Dayforce.
- Respond to employee inquiries regarding benefit eligibility, coverage, deductions, and enrollment.

## Compliance & Reporting

- Support statutory payroll reporting requirements, including T4s, T4As (honorariums), taxable benefits, and CRA remittances.
- Assist with Workers' Compensation Board (WCB) reporting and annual premium cost estimates.
- Prepare union payroll reports, maintain seniority and wage progression records, and process union dues remittances in accordance with collective agreements.
- Provide payroll data, reconciliations, and supporting documentation for audits, reporting requests, and compliance reviews.
- Monitor changes in payroll legislation, employment standards, taxation requirements, and payroll best practices to support ongoing compliance.

## Employee & Stakeholder Support

- Respond to employee and manager inquiries related to payroll, benefits, deductions, vacation balances, entitlements, and payroll procedures in a professional and timely manner.
- Prepare and distribute payroll and benefits communications and documentation as required.

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- Collaborate with Finance, People & Culture, managers, and external vendors to support payroll operations and resolve issues efficiently.
- Provide exceptional service while maintaining confidentiality and discretion with sensitive information.

## Systems, Records & Training

- Maintain and reconcile employee entitlement balances, including vacation, sick time, flex days, overtime, and banked time.
- Track casual employee hours, classifications, and pay progression to ensure compliance with collective agreements.
- Maintain payroll records and employee files in accordance with legislative and organizational retention requirements.
- Support employees and managers with Ceridian Dayforce time capture, scheduling, and payroll processes.
- Assist with payroll process improvements, system testing, reporting enhancements, and documentation updates.

Other duties as assigned.

## Qualifications

### Education & Experience

- Post-secondary education in Accounting, Finance, Payroll Administration, or a related field.
- Minimum 3–5 years of experience in payroll and benefits administration.
- Working knowledge of Ceridian Dayforce.
- Knowledge of Canadian payroll legislation, CRA requirements, employment standards, and payroll best practices.
- Experience administering employee benefit and RRSP programs.
- Experience supporting payroll reconciliations, reporting, and year-end processes.
- Strong proficiency in Microsoft Excel and other Microsoft Office applications.
- Experience processing payroll in a unionized environment is considered an asset.

## Key Competencies

- Exceptional attention to detail and accuracy.
- Strong organizational, analytical, and time-management skills.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Clear and professional written and verbal communication skills.
- Strong interpersonal skills and ability to work collaboratively across departments.

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- Ability to maintain confidentiality and exercise sound judgement with sensitive information.
- Problem-solving mindset with a proactive and service-oriented approach.

## **Working Conditions**

- Work is primarily performed in a standard office environment.
- Prolonged periods of sitting and computer use are required.