



*The King's University offers an exceptional liberal arts education from a Christian perspective. Located in Edmonton, Alberta, King's serves students from across Canada and around the world. Join a dedicated team who have a desire and common mission to see students grow in a dynamic and nurturing Christian environment. People who love working and succeed at King's serve God gladly, work collaboratively, think creatively, and embrace diversity.*

## **Payroll and Benefits Specialist**

Full-time, Continuing

### **POSITION SUMMARY**

The King's University is looking for a highly organized and detail-oriented Payroll and Benefits Specialist to join our Human Resources team. This role is responsible for overseeing all aspects of payroll processing, ensuring accuracy and compliance across systems and procedures. The successful candidate will manage payroll, time and attendance, HR, and employee self-service platforms, as well as benefits and pension databases. A key focus will be supporting the final implementation of our new payroll system, Anthology – Microsoft Dynamics 365. This position also plays a vital role in financial reconciliation, year-end audit preparation, and collaboration with Finance. Beyond technical responsibilities, the Specialist contributes to HR initiatives, recruitment support, and policy administration, while delivering exceptional service and maintaining strict confidentiality.

### **KEY RESPONSIBILITIES**

- Prepare and process semi-monthly and monthly payrolls using Anthology (Microsoft Dynamics 365).
- Maintain and update payroll systems, including earnings/deductions, job codes, salary grids, and cost centres.
- Ensure accurate timekeeping, manage exceptions (e.g., leaves, stipends, severance), and resolve discrepancies.
- Upload payroll files to the bank, remit statutory deductions to CRA, and manage ROEs and T4s.
- Reconcile payroll-related general ledger accounts and collaborate with Finance on budgeting and reporting.
- Support year-end processes including audit preparation, journal entries, and financial reporting.
- Administer employee benefits and pension plans, including enrollments, terminations, and salary changes.
- Manage billing, reporting, and reconciliation with providers and ensure compliance with regulations.
- Track and report disability claims, Health Care Spending Accounts, and pension adjustments.
- Coordinate year-end benefit and pension audits and ensure accurate data integration with payroll systems.
- Assist with recruitment by preparing contracts, onboarding new hires, and managing employee records.
- Maintain HR databases and ensure timely updates to payroll, benefits, and pension systems.
- Support employee relations, HR programming, and policy administration.
- Provide training and support for employees using Time and Attendance and Employee Self-Service systems.
- Troubleshoot system issues and assist with setup and updates across HR platforms.

- Ensure adherence to employment standards and payroll legislation.
- Continuously assess and improve payroll and HR processes, maintaining documentation and procedures.

## QUALIFICATIONS

- Canadian Payroll Association/Carswell designation
- Minimum of 5 years progressively responsible experience in payroll and Human Resources, or equivalent combination of experience and education required
- Thorough knowledge of payroll policies and procedures and employment standards is required
- Computerized accounting system experience. Experience in Microsoft Dynamics 365 – based software a strong asset
- Ability to meet tight deadlines and handle multiple projects/tasks
- Excellent communication and interpersonal skills
- Ability to organize tasks and work efficiently and independently
- A good understanding of Christian Higher education

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A condition of employment is assent to the University's Christian Statement of Faith found at:

<https://www.kingsu.ca/about-us/careers>

The King's University follows a standardized salary grid. The salary range for the position is \$65,520 - \$83,360/yr dependent on qualifications and experience. A comprehensive benefit package, pension, and generous vacation and time off are provided.

Application Deadline: October 19, 2025

**Apply by submitting a resume and cover letter through our online portal at [kingsu.ca/about-us/careers](https://www.kingsu.ca/about-us/careers).**

## Human Resources

The King's University  
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T6B 2H3

E-mail: [humanresources@kingsu.ca](mailto:humanresources@kingsu.ca). Visit our web site at [www.kingsu.ca](http://www.kingsu.ca).

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

*The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.*