



## Employment Opportunity

3sHealth

OOS

***Applicants selected for interviews will be contacted***

### Payroll Officer

<b>Posting #:</b>	GO-00562968
<b>Position #:</b>	162755
<b>Posted Date:</b>	April 03, 2019 17:00 CST
<b>Closing Date:</b>	April 18, 2019 23:59 CST
<b>Type:</b>	Temporary Full Time
<b>City/Town:</b>	Regina
<b>Facility:</b>	3sHealth
<b>Department:</b>	Provincial Payroll & Scheduling Services
<b>Expected Start Date:</b>	May 06, 2019
<b>Expected Up To Date:</b>	June 30, 2020
<b>FTE:</b>	1.0
<b>Shift Information:</b>	Days
<b>Hours of Work:</b>	37.50 hours per 1 week rotation
<b>Salary or Pay Band:</b>	Salary and benefits as per terms and conditions of employment
<b>Number of Positions:</b>	1

**3sHealth**, Saskatchewan's health care shared service organization, provides province-wide services that better support a high performing, sustainable patient-centered health system. Through shared services economies of skill and scale can be leveraged to achieve standard work, establish best practices, and leverage competition across the province.

#### Job Summary:

Are you a seasoned payroll professional looking for a brilliant opportunity? The Provincial Payroll and Scheduling Services Department at 3sHealth is looking for a qualified Payroll Officer to assist in all activities regarding the management of employee compensation. 3sHealth is a progressive, forward thinking company and was named one of Saskatchewan's Top Employers in 2018, for the third year in a row. If you are looking for a position with an exceptional company that values its employees, we want to hear from you! Our collaborative work environment and commitment to continuous improvement sets us apart from the rest.

Performing end to end payroll services for approximately 650 employees, you will provide a variety of payroll services such as processing data, verifying work records and reporting. Accuracy and attention to detail are essential skills in this position. An excellent payroll officer has a great understanding of the concept of confidentiality. The ideal candidate will be a thorough professional with excellent customer service skills and communication abilities.

#### We are looking for someone with:

- two years of high volume payroll experience;
- a business certificate or diploma;
- Payroll Compliance Practitioner (PCP) certification (an asset);
- intermediate knowledge of Microsoft Office, including SharePoint;
- high level of accuracy and attention to detail;
- the ability to understand customer's needs and identify improvement opportunities; and
- the ability to work efficiently and effectively as part of a cross functional team.

#### Additional Text:

**To be considered for this position, all applicants must submit a cover letter and resume.**

Prior to commencing employment with 3sHealth, the selected candidate will be required to complete a criminal record check.