



Western Development Museum
Corporate Office

2935 Lorne Avenue
Saskatoon, SK S7J 0S5

P: 306-934-1400
W: wdm.ca

The Western Development Museum is seeking a Payroll & HR Associate Manager (Term) (approx. 20-month term)

GENERAL DESCRIPTION:

The Payroll and Human Resources Associate Manager leads and oversees payroll, employee benefits, and HR operations across the organization. This role ensures accurate, timely, and compliant payroll and HR processes, manages related systems, supports recruitment and onboarding, and handles administrative functions. It requires strong analytical skills, attention to detail, discretion with confidential information, and the ability to build effective working relationships. The position reports to the Director of Administration and completes special projects as assigned by the Director or CEO.

KEY RESPONSIBILITIES:

- Act as the subject matter expert for payroll and HR administration, providing leadership, oversight, and policy guidance
- Ensure accurate bi-weekly payroll processing, including deductions, taxable benefits, pension contributions, and legislative compliance
- Prepare and submit all statutory and benefits remittances within required timelines
- Manage employee data changes and maintain system accuracy across payroll and HR HRIS platform
- Lead year-end payroll activities, including reconciliations and issuance of T4s, T4As, and ROEs
- Develop, update, and maintain payroll and HR forms, procedures, and internal documentation
- Monitor and recommend updates to payroll and HR policies to maintain compliance and best practices
- Coordinate job postings, applicant screening, interview logistics, and reference checks
- Support onboarding and offboarding processes, ensuring documentation, system access, and benefits transitions are completed effectively
- Maintain confidential personnel files in accordance with privacy legislation and organizational standards
- Track employee leave balances, anniversaries, and recognition milestones to support performance management processes
- Coordinate and monitor employee professional development and training records
- Provide payroll costing and reporting information to support budgeting, grants, and funding submissions
- Prepare detailed reports and analysis for senior leadership, the Board, auditors, and regulatory bodies
- Deliver orientation and training to supervisors on payroll procedures, HR systems, and compliance requirements
- Support employee engagement and workplace initiatives that foster a positive organizational culture
- Undertake special projects and process improvement initiatives as assigned by senior leadership

QUALIFICATIONS:

- Requires an undergraduate degree or post -secondary training related to payroll and human resources
- Minimum of 3 – 4 years of related work experience
- Knowledge of Canadian and Saskatchewan payroll laws
- Excellent computer skills and experience working with a payroll and HR HRIS system is essential
- Knowledge of Adobe and Office365 applications is required

CONDITIONS:

- **Salary Range:** \$50,414 – \$58,448 per year
- **Work Schedule:** 72 hours per 2 week pay period
- **Benefits:** The WDM offers a comprehensive benefits package, including paid sick leave and employer paid health and dental coverage for eligible employees, as well as participation in the Public Employees Pension Plan with employer matched contributions. WDM is committed to providing a safe, equitable, and inclusive workplace.
- **Effort:** Work involves high-volume, complex tasks requiring strong problem-solving skills, sustained concentration, and careful attention to detail to ensure accurate record-keeping and audit compliance.
- **Location:** This position works on-site in an office environment at the WDM Corporate Office in Saskatoon.
- **Job Description:** Attached
- The successful candidate will be required undergo a criminal record check.

If you're interested in joining our team, please submit **your cover letter and resume**, outlining your qualifications and experience to <https://careers.risepeople.com/western-development-museum/en>

Applications will remain open until a suitable candidate is found.

Apply to:

Payroll & HR Associate Manager Selection Committee WDM – Corporate Office
2935 Lorne Avenue
Saskatoon, SK S7J 0S5

We thank everyone for applying for this position. Only applicants selected for an interview will be contacted.

The WDM welcomes everyone to apply, especially those individuals who are underrepresented in the museum and heritage field. If you require accommodations to apply for this position, please contact Breanne at 306-934-1400 EXT 1120 or blessard@wdm.ca.