



Western Development Museum  
Corporate Office

2935 Lorne Avenue  
Saskatoon, SK S7J 0S5

P: 306-934-1400  
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## 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.

**Application Deadline: March 31, 2026**

### Apply to:

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

**Please only submit your application through the recruitment link above.**

Attn:

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](mailto:blessard@wdm.ca).*

Job Title: <b>Payroll and HR Associate Manager</b>	Position: CO 3.5 (replaces CO 3.5 current) Approved: Draft
Supervisor: Director of Administration	January 16, 2026

#### **Position Mandate:**

The Payroll and Human Resources Associate Manager provides leadership, oversight, and expertise in payroll administration, employee benefits, human resources operations, and related systems across the WDM. This role has ultimate responsibility for the accurate, timely, and compliant execution of payroll and HR functions, including system management, staff engagement, recruitment, onboarding support, and administrative processes. The position requires strong analytical skills, exceptional attention to detail, discretion in handling confidential employee information, and the ability to build productive relationships. This position functions under the direction of the Director of Administration. Undertakes special projects as assigned by the Director of Administration or CEO.

#### **Representative Duties**

##### **Payroll**

- Acts as the organizational authority for payroll and HR administration within policies and procedures.
- Process bi-weekly payroll for all WDM employees, ensuring accuracy and compliance with legislation and internal policies.
- Manage payroll system changes, including enrollments, increments, terminations, banking updates, and other adjustments.
- Issue T4s, T4As (as required), and Records of Employment (ROEs).
- Prepare all payroll-related remittances, including source deductions, PEBA and PEPP contributions, and other statutory requirements.
- Create, update, and maintain payroll and HR-related forms; ensure HR website and SharePoint site content is accurate and current.
- Maintain payroll software systems and recommend efficiency and accuracy improvements.
- Support supervisors with payroll-related information for grants, WCB, and other funding streams.
- Prepare payroll reports for management, auditors, and the Board as required.

##### **Human Resources**

- Administer the WDM group benefits plan and respond to employee inquiries regarding benefits, pension programs, and related policies.
- Track time-off accruals, anniversaries, and recognition milestones to support performance evaluations and recognition initiatives.
- Maintains effective onboarding and offboarding procedures that support both employees and supervisors.
- Coordinate and track professional development activities for employees.
- Update and maintain confidential personnel files, ensuring the highest level of security and compliance.
- Maintain the Human Resource Management System (HRMS) and recommend system improvements.
- Coordinate recruitment activities, including job postings, applicant screening, interview scheduling, and reference checks.
- Provides guidance and procedural support to supervisors; complex or high-risk matters are escalated.
- Assist in initiatives that promote employee engagement and morale.

##### **Administration**

- Manage Payroll & HR systems, workflows, and administrative processes to support effective service delivery.
- Respond to supervisor inquiries regarding payroll, benefits, HR procedures, and related matters.
- Monitor HR and payroll policies; recommend revisions for approval.
- Provide orientation to WDM Supervisors on payroll and HR procedures.
- Prepare statutory remittance and employee benefit remittances and submit for payment.
- Ensure compliance with all applicable payroll and HR legislation, internal policies, procedures, and regulatory requirements.
- Assist in preparing complex reports, submissions, and proposals for senior leadership and the Provincial Auditor.

## **Education and Experience**

The incumbent requires a relevant undergraduate degree or post-secondary training related to payroll and human resources. Competency in Canadian and Saskatchewan payroll laws. A minimum 3 - 4 years of related work experience. An equivalent combination of education and experience may be considered. Excellent computer skills and experience working with payroll and human resources software is essential. Knowledge of Adobe and Office365 applications is required.

## **Job-Specific Accountabilities**

- Payroll practices are completed accurately, on schedule, are audit-ready and in compliance with all WDM requirements and applicable legislation.
- Ensures the integrity, accuracy and security of payroll and HR data across all systems.
- Employee benefits and pension plans are administered accurately, confidentially, and in accordance with provider requirements.
- HRMS and payroll systems are effectively maintained, updated, and optimized to support accuracy, efficiency, reporting, and data security.
- All required payroll reports, remittances, and submissions are prepared accurately and submitted within required timelines.
- Onboarding procedures are consistently implemented, clearly communicated, and effectively supported.
- Onboarding and offboarding processes are regularly reviewed and improved.
- Human resource policies are monitored with necessary revisions identified and recommended.
- Supervisors receive timely and accurate HR documentation and support for employee management.
- HR concerns are assessed with sound judgment and escalated promptly when necessary.
- Operational procedures and guidelines related to payroll and HR are clearly understood, consistently applied, and effectively communicated.
- Personnel procedures, job descriptions, and other relevant HR documents are developed, updated, and applied consistently; WDM personnel files remain complete, current, and secure.
- Confidential and sensitive HR/payroll data is protected through secure practices, system controls, and adherence to privacy standards.
- Contributes to a positive workplace culture by supporting employee engagement, communication, and staff development initiatives.
- The incumbent willingly takes direction from their supervisor and provides timely, relevant information in accordance with established procedures.
- Staff receive the support they need to deliver quality services within tight timelines and operational expectations.
- Work areas are maintained in a professional and organized, and manner.
- Occupational health and safety requirements are consistently met, modeled, and reinforced.
- All policies, procedures, laws, and regulations relevant to the position are followed.
- Resources within the incumbent's area of responsibility are allocated appropriately.
- Respectful, professional communication and relationships with internal and external contacts are established, maintained, and used effectively to support the fulfillment of responsibilities.
- The highest level of integrity and confidentiality is always upheld across all aspects of the role.

## **Job Scope**

Brings a strong analytical capability and the administrative acumen required to work to execute the administrative functions of payroll and human resources. Provides input into the development of policies and procedures affecting Museum payroll and HR management. Work is self-determined and assigned in terms of objectives, budget and schedule limitations, and critical areas that impact other departments. Prepare reports and remittances. Interactions require the skill to deal with a range of people and situations. Shares confidential information appropriately.

## **Effort**

Mental stress may vary depending on the complexity of assignments and related to problem solving. The work is high volume and complex. A high level of concentration is required for accurate record keeping and audit compliance.

## **Working Conditions**

The incumbent works in an office environment. Travel throughout Saskatchewan is required.