

Administrative Manager

Parkland Regional Library

Location: 362 – 6th Ave, Yorkton, Saskatchewan

Type: Permanent, Full-Time, In-Office (37.5 hours/week)

Salary: \$48,750–\$58,500/year, commensurate with experience

Start Date: September 1, 2025

About the Role

Parkland Regional Library is seeking a reliable and detail-oriented Administrative Manager to oversee payroll, bookkeeping, and general administrative operations. Based at our headquarters in Yorkton, this full-time role is ideal for someone who enjoys accurate, behind-the-scenes work and is confident juggling multiple responsibilities in a public sector setting.

As the organization undergoes a period of transition and renewal, this is a unique opportunity for an ambitious early-career professional to gain meaningful, hands-on experience, or an experienced hand looking for new growth opportunities. The role offers exposure to a wide range of finance and administrative responsibilities and the chance to help shape new internal systems and processes.

Key Responsibilities

Finance & Payroll

- Process bi-weekly payroll for union and non-union staff, including tracking of vacation, sick time, and other entitlements
- Maintain accurate financial records in QuickBooks Online and Excel
- Submit government remittances (e.g., CRA, MEPP, CUPE dues) accurately and on time
- Perform accounts payable and receivable functions and monthly reconciliations
- Prepare monthly financial summaries and documents for board meetings
- Support the annual audit and assist with budget tracking and levy invoicing
- Ensure compliance with regulatory requirements and maintain data integrity
- Liaise with external vendors, auditors, and government bodies
- Maintain internal checklists, calendars, and financial workflows

Administrative & HR Support

- Assist with human resources administration, including onboarding new hires, maintaining employee records, tracking leave entitlements, and supporting compliance with HR policies
- Support the management team with a varied administrative skillset including, but not limited to, event planning, document design, form creation, and correspondence
- Attend board and committee meetings and take minutes
- Support cross-departmental communication and implementation of new administrative procedures

Qualifications

- Diploma or certificate in accounting, business administration, office administration, or a related field
- Experience in payroll and bookkeeping (course-based, internship, or work placement experience welcome)
- Proficiency in Microsoft Excel and familiarity with accounting software (QuickBooks Online, Sage50, or similar)
- Strong organizational and time-management skills
- Willingness to learn and adapt in a changing environment
- Ability to manage confidential information with professionalism
- Effective written and verbal communication skills
- Knowledge of Saskatchewan employment standards and payroll practices is an asset

What We Offer

- Stable and meaningful work supporting public libraries in 53 Saskatchewan communities
- A welcoming, close-knit team and opportunities for professional growth
- Hands-on experience in financial and administrative operations during a time of organizational development
- Competitive salary with public sector benefits, including MEPP pension, health, and dental coverage
- Regular daytime hours with occasional evenings required

How to apply

- Competition will remain open until a suitable candidate is found, but review of applications will begin August 11, 2025.
- Interested candidates are encouraged to submit a cover letter and resume to director@parklandlibrary.ca.