

# EMPLOYMENT POSTING



**Posting Title:** Payroll Specialist

**Reports to:** Assistant Finance Manager

**Department:** Finance

**Union/Exempt:** Exempt

**Hours:** 20-37.5 hours per week (posting offers part-time or full time hours, depending on applicant's availability)

**Starting Hourly Rate:** \$37.27 - \$43.59 per hour (based on experience and qualifications).

**Application Deadline:** Until filled

*We, the City, value the diversity of the people we hire and serve and encourage applicants from all walks of life. We are committed to fostering a workplace where individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths.*

***This role will interest you if you are passionate about numbers and helping your fellow employees! This role offers part-time or full-time hours, with the opportunity for a flexible work schedule, provided payroll deadlines are met.***

We believe that providing quality government services to fellow citizens is the most satisfying work anyone could do, with the Payroll Specialist playing an integral part. You will utilize your attention to detail and strong mathematical skills to process our complex bi-weekly payroll in compliance with multiple collective agreements, governing policies, and statutory requirements. Your love of multi-tasking, problem-solving and organizing will be satisfied with the timely and accurate completion of various payroll and accounting duties. Your technical skills and analytical mindset will be relied on heavily by departmental managers as you assist them in applying payroll policies and agreements. Your fellow employees and managers alike will appreciate your professionalism, adherence to confidentiality and helpful nature.

We offer a competitive salary, supplemented by a comprehensive benefits package with a relocation allowance. We also provide ongoing personal and professional development opportunities.

## **What you'll do**

- Process bi-weekly payroll runs for unionized and exempt staff.
- Maintain employee records, including updating the accounting system.
- Perform monthly/annual reconciliation of all payroll-related accounts including WorkSafeBC Claim costs, CRA remittances, and Municipal Pension Plan contributions. Remit deductions and reports to appropriate provider/vendor.
- Prepare T4, T4A's, and year end reconciliations as required.
- Prepare all payroll related journal entries and accruals, including the preparation of year-end payroll information for verification and audit.

- Process all information and reports for new, terminated, and retiring employees in a timely manner.
- Administer all benefit plans, remitting payments and required reports.
- Assist with budget preparation and cost analysis for various wage and benefit accounts.
- Respond to queries from managers and employees regarding payroll and benefit issues.
- Other payroll related duties as required.

### **What you'll bring**

- Completion of a recognized accounting or payroll program, business degree or college level accounting diploma.
- 3-5 years of progressive work experience in a financial/accounting environment, with previous payroll experience considered an asset.
- A combination of relevant work experience and education will be considered.
- Have completed or working towards the National Payroll Institute's Payroll Compliance Practitioner certification (PCP). The City will cover the tuition cost of this certification for applicant's willing to complete it while working. Equivalent education or certification may be considered to waive this requirement.
- Experience working with computerized accounting programs and sound knowledge of Excel is required.
- Experience working within a unionized environment with multiple Collective Agreements would be an asset.
- Experience administering benefits and/or defined benefit pension plans would be an asset.
- Excellent written, communication and interpersonal skills.
- Ability to work with speed and accuracy to adhere to tight deadlines.
- Ability to demonstrate excellent organizational, prioritization and problem-solving skills in a fast paced and dynamic environment.
- Ability to communicate thoughtfully and use discretion in dealing with sensitive and confidential information.
- Demonstrated ability to maintain harmonious relationships with operational management and fellow employees.
- Ability to work independently and to accomplish tasks and assignments in a timely manner.

### **What to send our way:**

- Your resume highlighting your education, experience, and skills.
- A cover letter that highlights your desire to work for the City of Prince Rupert.

**Relocation Package available for a 3 year commitment.**

**Please submit your resume and cover letter (PDF format only) to:**

Laura Brlecic, Assistant Finance Manager

**Email:** hr@princerupert.ca

424 3rd Avenue West  
Prince Rupert, BC V8J XXX

**Fax:** 250-627-0999

**We thank all applicants for their interest in this position; however, only those applicants selected for an interview will be contacted.**