



JOB POSTING - EXTERNAL

Position:	Payroll Specialist	Date of Posting:	April 17, 2026
Reports To:	Assistant Finance Manager – Accounting	Closing Date:	Until Filled
Job Type:	Permanent Full-time	Employment Type:	Exempt
Salary Range	\$ 79,406.00 to \$ 92,873.00	Expected Start:	ASAP

The City of Prince Rupert respectfully acknowledges that we live and work on the traditional and unceded territories of the Ts'msyen and Sm'algyax-speaking peoples. We offer gratitude to the people who have lived on these lands since time immemorial.

Why work for the City of Prince Rupert?

The City delivers the essential services that keeps our community moving and supporting residents, local businesses, and industry every single day. Working here means more than just doing a job; it's about serving the community you call home, building meaningful relationships, and seeing the real impact of your work firsthand. We are deeply committed to fostering a respectful, inclusive, and supportive workplace where diverse perspectives, lived experiences, and local knowledge are not only welcomed, but truly valued. We encourage applications from individuals who share our commitment to public service and who want to help build a community where everyone feels they belong.

“You understand that behind every payroll transaction are people, and you approach your work with care and accountability.”

Who you are

You bring strong attention to detail and well-developed mathematical skills to your work, enabling you to effectively manage a complex bi-weekly payroll in accordance with multiple collective agreements, governing policies, and statutory requirements. You are highly organized and able to balance competing priorities, approaching your work with a problem-solving mindset. You take pride in delivering accurate and timely payroll and accounting support, and your technical knowledge makes you a trusted resource for managers as they apply payroll policies and agreements. You are comfortable with evolving technology and process change, and you offer practical, innovative solutions to support process improvement. You are recognized for your professionalism, confidentiality, and your approachable, supportive manner.

What you'll do

- Process bi-weekly payroll runs for unionized and exempt staff.
- Maintain employee records and schedules, including updating the accounting system and the electronic time and attendance platform.
- Perform monthly/annual reconciliations 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 designation, business degree or college level accounting diploma.
- 5 years of direct work experience in payroll administration.
- Additional work experience in a financial/accounting environment, considered an asset.
- A combination of relevant work experience and education may be considered.
- Have completed or working towards the National Payroll Institute's Payroll Compliance Practitioner certification (PCP).
- Experience working with computerized accounting programs, attendance systems, 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.

Compensation & Benefits

The position offers a competitive salary, a comprehensive benefits and pension plan, relocation assistance, and ongoing personal and professional development opportunities.

Other information that you should know

- This position is based in Prince Rupert, BC.



- You will be required to provide a current clear criminal record search.
- You must be legally entitled to work in Canada.

What to send our way

- Your CV or Resume highlighting your education, experience, and skills.
- A cover letter that explains your interest in filling this Payroll Specialist position.

Please submit your cover letter and CV or resume (in PDF format) to:

Laura Brlecic, Assistant Finance Manager

Email: HRFin@princerupert.ca

Subject: Payroll Specialist

OR

Drop or mail cover letter and resume to:

City of Prince Rupert
Attn: Human Resources
424 - 3rd Avenue West,
Prince Rupert, BC, V8J 1L7

If you require any adjustments to enable participation at any stage of the recruitment process, please contact Antonio Vera, Senior Human Resources Manager, at (250)627-2898 or via email at HR@princerupert.ca.

All applications are reviewed by real people. We do not use AI to make hiring decisions. Applicants are assessed by our team using role-specific criteria and established evaluation tools.

Thank you for considering this role with us!

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