



## JOB POSTING - EXTERNAL

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|-------------|------------------------|------------------|-----------------------------|
| Position:   | <b>Payroll Manager</b> | Date of Posting: | 08-SEP-2026                 |
| Department: | Finance                | Closing Date:    | 02-OCT-2026 or Until Filled |
| Reports to: | Deputy CFO             | Employment Type: | Mgmt.- Exempt               |
| Job Type:   | Permanent full-time    | Salary Range:    | \$103,766 – \$118,670       |

*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.*

### **Let your skills and talent grow alongside us as we reshape our city's future!**

#### **Who you are**

You are a collaborative and strategic payroll professional who thrives on accuracy, compliance, and continuous improvement. You bring strong leadership experience, sound judgment, and a commitment to providing exceptional service to employees, managers, and stakeholders. You enjoy solving complex payroll and financial challenges, building effective processes, and ensuring payroll operations are delivered with integrity, confidentiality, and excellence. Drawing on your knowledge of payroll legislation, accounting principles, benefits administration, and labour agreements, you provide trusted advice that supports organizational success and employee confidence.

#### **What you'll do...**

- Lead and oversee payroll operations for multiple employee groups, ensuring accurate, timely, and compliant payroll processing.
- Supervise, mentor, and develop payroll staff while fostering a collaborative, respectful, and high-performing team environment.

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- Ensure compliance with payroll legislation, collective agreements, employment contracts, pension plans, benefit programs, and organizational policies.
  - Oversee payroll accounting, reconciliations, statutory remittances, year-end reporting, and audit activities.
  - Lead payroll system administration and updates, business process improvements, and operational efficiency initiatives.
  - Serve as the City's payroll subject matter expert and a trusted advisor to Finance, Human Resources, management, employees, and external agencies.
  - Provide payroll analysis, reporting, and recommendations that support informed organizational decision-making.
  - Develop and strengthen payroll controls, procedures, documentation, and governance practices that support fiscal accountability and risk management.

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

- A genuine passion for contributing to the growth and prosperity of Prince Rupert.
- Undergraduate Degree in Accounting, Finance, Business Administration, Commerce, or a related field.
- Payroll Leadership Professional (PLP) designation and/or Chartered Professional Accountant (CPA) designation is considered an asset.
- A minimum of five (5) years of progressively responsible payroll experience, preferably within a unionized environment.
- A minimum of three (3) years of supervisory or leadership experience.
- Strong knowledge of payroll administration, payroll accounting, taxation, employment legislation, collective agreements, pension administration, and benefit programs.
- Demonstrated leadership, coaching, employee development, and performance management skills.
- Advanced analytical, problem-solving, financial reporting, and reconciliation skills.
- Proficiency with payroll, human resources, timekeeping, and financial management systems, along with advanced Microsoft Excel skills.
- Experience implementing payroll or financial systems is considered an asset.
- Excellent communication, interpersonal, and stakeholder relationship management abilities.
- Municipal, local government, or public sector experience is considered an asset.

### **What to send our way...**

- Your CV or Resume highlighting your education, experience, and skills.
- A cover letter explaining why you are interested in the position, how your background and skills make you a suitable candidate, and your passion for contributing to the growth and prosperity of Prince Rupert.

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## Compensation & benefits

This is a full-time, exempt position that offers a competitive salary complemented by a superior benefits package including enrollment in the Municipal Pension Plan.

## Other information that you should know

- If you are not a local applicant, you must be prepared to relocate to Prince Rupert, BC before starting work.
- This position is a permanent position, and applicants must be able to demonstrate they meet the City of Prince Rupert's eligibility requirements as outlined on our website: <https://www.princerupert.ca/city-hall/careers-volunteering/job-postings> **Eligibility**.
- As a condition of employment, the successful candidate is required to complete and maintain a satisfactory RCMP Police Information Check.

Please submit your cover letter, CV or resume **(in PDF formats)** to:

**Email:** [hrrfin@princerupert.ca](mailto:hrrfin@princerupert.ca)

**Subject:** Payroll Manager Position

or mail all documents to:

City of Prince Rupert  
Attn: Payroll Manager Position  
424 3<sup>rd</sup> Avenue West  
Prince Rupert, BC, V8J 1L7

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