

DEPARTMENT:	Human Resources & Information Technology	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 Hours Per Week	SALARY:	\$79,519 to \$87,698 annually plus comprehensive benefits package (2021 rates)

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 70,000 residents. It is a city rich in history with a viable and thriving economy, a population representative of the diversity of the region, and is staffed by talented and dedicated employees who work together to achieve its strategic vision. The City of New Westminster has earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

We are seeking a dedicated Senior Payroll Specialist to join our passionate team. Reporting to the Manager, Payroll & Benefits, this highly confidential role will:

- Support the manager in managing and coordinating the critical payroll functions and systems and act as the manager in their absence
- Supervise a team of Payroll Specialists
- Complete accurate and timely planning and processing of full cycle bi-weekly payrolls including periodic and year-end activities
- Review changes to payroll regulations, analyzes and reviews payroll policies, business processes, and procedures
- Tests and implements payroll system enhancements, releases, and version upgrades

What you have:

- Diploma or degree in accounting, business administration with a specialty in accounting, or related field
- Completion of a Certified Payroll Manager designation, recognized by the National Payroll Institute
- Considerable progressive related payroll experience plus two years' experience in a supervisory capacity in a complex, high volume, computerized payroll environment using an Enterprise Resource Planning (ERP) system such as JD Edwards
- An equivalent combination of education and experience may be considered
- Knowledge of the concepts, practices, and techniques of all areas related to the payroll function
- Excellent knowledge of provincial and federal legislation, corporate policies and procedures, department regulations, and collective agreements related to wage, salary, and benefits administration.
- Demonstrated ability to act with professionalism, diplomacy, and maintain confidentiality
- Proven supervisory and leadership ability to lead organizational change and teams, and develop and motivate staff
- Excellent verbal and written communication, interpersonal, and customer service skills
- Planning and coordination skills to facilitate processing of multiple payrolls
- Communication and interpersonal skills to provide explanations and advice to all levels of staff
- Strong problem-solving and analytical skills to anticipate, identify, and make recommendations to resolve payroll issues and improvements in systems and processes
- Proficient in Microsoft Office, computerized payroll accounting, Enterprise Resource Planning (ERP), and time and attendance systems
- Pass and maintain a satisfactory Police Information Check

What we offer:

- Work-life balance – 37.5 hour work weeks, vacation, secondary leave, an optional compressed day off program, and hybrid remote work
- Health and wellness – extended health, dental, life insurance, paid sick leave plan, plus other wellness-focused programs and benefits
- Retirement benefits – including municipal pension plan
- Career development – ongoing learning, leadership development, and education development program

Apply by sending your **cover letter and resume in one document** quoting the competition number to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-86**. This competition will be open until filled.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.
'It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*