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## Payroll Specialist

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DEPARTMENT:	Human Resources	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE Local 387
HOURS OF WORK:	35 hours per week*	SALARY:	\$54,294 - \$63,918 annually

*The City of New Westminster has earned a proud reputation for civic leadership, service delivery and outstanding employee relations. We offer our employees great work-life balance; competitive salaries and benefit plans (including pension); education and training opportunities; and challenging and rewarding work.*

Are you an organized, multi-tasking team player who thrives in the deadline driven environment of payroll and enjoys helping others in solving problems or resolving issues? If this is you, please join us as a member of our professional Payroll team that processes bi-weekly payrolls for 1000 plus employees covering 4 collective agreements. Your role will include performing moderately complex clerical work in the accurate preparation, calculation and completion of Municipal payrolls for all employees of the City and affiliated Boards.

### Requirements include:

- Grade 12 supplemented by completion of the Canadian Payroll Association – Payroll Compliance Practitioner and at least 3 years of related experience in a unionized computerized payroll environment. Must be a member in good standing with the Canadian Payroll Association.
- Knowledge of the methods, practices and principles used in the preparation, calculation and processing of payrolls; and of the rules, regulations and legislation applicable to same.
- Ability to understand, interpret and apply regulations, rules and collective agreements as applicable to Municipal payroll operations.
- Ability to effectively liaise with and establish and maintain effective working relationships with a variety of internal and external contacts on matters related to the work.
- Ability to exercise tact and diplomacy in explaining payroll calculations and related collective agreement provisions and legislative requirements.
- Demonstrated ability to use analytical and problem solving skills in completing the work.

*\*This position participates in a Compressed Work Week Program.*

*The successful candidate will be scheduled on Mondays from 10:30am to 7pm on a rotational basis.*

Apply by sending your resume quoting **competition #19-21, by February 15, 2019** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*The City of New Westminster welcomes diversity and encourages applications from all qualified individuals.  
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.*