

January 22, 2026

EXTERNAL POSITION

Posting #: S-2025-0202 PERMANENT
Position: PAYROLL ADMINISTRATOR

Location: Administration Building
12 mos., 35 hours/week.

Duration: The start date of this position is to be determined in consultation with the successful applicant. This position is full time (35 hours a week) and is scheduled 12 months per year. The hours of work are Monday to Friday 8:30 am – 4:30 pm.

Rate of Pay: The probationary hourly rate of pay is \$32.89 per hour. After successful completion of a 90 day probation period, the hourly rate of pay is \$36.49.

Threshold Qualifications:

- Completion of Grade 12
- Completion of the first year or level of a recognized payroll program, or a payroll designation, or equivalent combination of education, training and experience
- Recent payroll experience in a large computerized environment
- Advanced skills with Microsoft Word, MS Access, Excel, TSC payroll, FTP and Web-based applications
- Knowledge of and experience with collective agreements, Employment Standards and relevant legislation and pension administration
- Demonstrated commitment to on-going professional development
- Demonstrated ability to organize and prioritize work
- Ability to reconcile benefits to GL from payroll and carrier invoices

Duties Include, but are not limited to:

- Processing a large, complex, computerized bi-weekly union payroll
- Entering staffing changes and adjusting data banks to reflect changes
- Reconciling and reporting leave time, rural days and all payroll banks
- Administration of on-line benefit systems(s)
- Entering and verifying data on new employees, ensuring all documentation is complete and adheres to the Collective Agreement and Board policies
- Running payroll, verifying gross pay and negative net pay
- Generating bank deposit reports as required, doing FTPs, emailing earning statements and processing manual cheques

Benefits are as provided in the current Union Agreement. Union membership is a condition of employment.

Applicants are encouraged to submit a comprehensive resume, including 2 work-related references, via email to iuoepost@sd27.bc.ca.

