



NEW WESTMINSTER

Great City, Great Work, Great Future!

PAYROLL COORDINATOR

DEPARTMENT:	Human Resources	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$54,933 - \$64,703 annually (2015 rates)

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.

Position Profile

Reporting to the Manager, Payroll & Benefits, you will be responsible for the following key accountabilities:

- Processing bi-weekly payrolls for 1000+ employees, covering four collective agreements.
- Interpreting and applying regulations, rules and provisions of collective agreements including employee benefits and entitlements.
- Controlling and balancing records and summaries and completing year-end reports and reconciliations.
- Reviewing, recommending and implementing Payroll process improvements.
- Testing Payroll system changes and upgrades.
- Provides day-to-day oversight, direction, coaching and technical advice to Payroll Clerks.
- Providing backup support to the Manager.

Qualifications

- Grade 12 supplemented by completion of the Payroll Compliance Practitioner certificate; certified Payroll Manager designation is an asset.
- Minimum 5 years of related progressive experience in a unionized payroll environment; preference will be given to those with JD Edwards and/or Kronos experience.
- Sound knowledge of the concepts, principles, practices and techniques pertaining to the payroll function.
- Strong interpersonal and communication skills to liaise internally and externally on payroll matters.
- Solid planning and organizational skills with the ability to multi-task to meet time demands.
- Solid problem-solving and decision making skills to address payroll issues.
- Solid analytical skills to ensure accuracy of payroll processing.
- Strong leadership and team building skills to provide oversight to the Payroll team.

If you want to be part of a diverse organization committed to service, innovation and excellence, we want to hear from you!

Apply by sending your resume quoting **competition #16-35, by May 6, 2016** 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.

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

*The City of New Westminster is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*