



DISTRICT OF SAANICH
FINANCE DEPARTMENT
PAYROLL SECTION

PAYROLL CLERK I
Temporary Full Time Position
Approximately 8-10 months

The Finance Department is seeking a Payroll Clerk I to perform clerical work in the accurate preparation of weekly payroll runs for a municipal workforce of over 1,600 employees under three collective agreements in a computerized payroll environment. This involves preparing and entering a variety of payroll amounts, adjustments and deductions according to collective agreements, corporate policies and established practices; running a range of payroll reports used to enter, process and audit payroll accuracy; assisting with the invoicing of retirees/LTD for benefits and ongoing maintenance of off-payroll employees; and maintaining numerous payroll files.

Requirements include Grade 12; two courses in the CPA Payroll Compliance Practitioner Program or equivalent; two years of practical payroll experience in a computerized environment; numerical aptitude demonstrating very accurate, high speed data entry skills along with keyboarding speed of 50 wpm. Consideration may be given to candidates who hold an equivalent combination of education and experience. Hours of work are Monday to Friday, 8:30 a.m. – 4:30 p.m.

This is a C.U.P.E. Local 2011 position with a wage of \$27.34 per hour plus 13% in lieu of benefits. Job description and competition information can be found at www.saanich.ca. Please apply by 11:45 p.m. on FRIDAY, AUGUST 25, 2017 quoting competition 174.17 to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7 (Fax 250-475-5550) or Email careers@saanich.ca. We thank all applicants for applying. Only those under consideration will be contacted.