



# BUILD A CITY. BUILD A FUTURE.



## PAYROLL TECHNICIAN

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.*

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.  
**Build a City. Build a Future at the City of Surrey***

### Scope

This is a specialized, complex, clerical position, responsible for the processing of all aspects of payroll in a timely, accurate and efficient manner. Considerable responsibility and independence of action is exercised, working within set guidelines.

### Employment Status

Union - CUPE Local 402 – Regular Full-Time

### Responsibilities

- Collect data.
- Process and distribute timely bi-weekly payroll payments.
- Reconcile accounts and maintain accurate payroll records.
- Administer corporate policies.
- Check payroll material and data submitted for conformity with legislation, regulations, agreements and procedures.
- Prepare accurate payroll documents and complete assignments by required deadlines.
- Respond to inquiries from staff, outside agencies and others.

### Qualifications

- Completed Grade 12.
- A minimum 5 years recent payroll experience in a large computerized setting, the last 3 being in positions of significant complexity and responsibility.
- Payroll Compliance Professional (PCP) certification through National Payroll Institute or equivalent.
- Previous PeopleSoft experience is an asset.

You are able to communicate effectively both orally and in writing, work in a team setting and have good organizational and time-management skills. In addition, you are able to perform and succeed under the pressure of deadlines. You will also have good knowledge of current payroll and benefit law, issues, processes and systems. You will also possess good working knowledge of double-entry bookkeeping, mainframe computer and PC applications, including Excel and Word for Windows.

Applicants under consideration will be required to provide proof of qualifications and consent to a Police Information Check.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.  
Apply online at [www.surrey.ca/careers](http://www.surrey.ca/careers)



# BUILD A CITY. BUILD A FUTURE.



Successful applicants must provide proof of qualifications.

## Other Information

Hourly Rate: \$35.71

| Steps              | Hourly Rate |
|--------------------|-------------|
| Step 1             | \$35.71     |
| Step 2 (6 Months)  | \$36.72     |
| Step 3 (18 Months) | \$37.91     |
| Step 4 (30 Months) | \$38.98     |

## Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 5822

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.  
Apply online at [www.surrey.ca/careers](http://www.surrey.ca/careers)

