



PAYROLL CLERK

1 Regular Full Time & 1 Temporary Full-time (12 months)

We acknowledge with gratitude and respect that the name Coquitlam was derived from the hənq̓əmiḥəm word kʷikwəłəm (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwəłəm (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sq̓əciyaʔt təməxʷ (Katzie), and other Coast Salish Peoples.

One of BC’s Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

We are currently seeking an organized and committed payroll professional to join our team as a Payroll Clerk. Don’t be misled by the term “Clerk” - this position carries a lot of responsibility! As part of the payroll team, you will work with individuals at all levels of the organization to ensure accuracy and confidentiality in the payroll processes. You will oversee a departmental portfolio, supporting all aspects of included employees’ payroll experience and establish effective working relationships with the employees you are supporting. If you thrive in a deadline driven environment and have a keen eye for detail, we would like to hear from you.

As a Payroll Clerk, your duties include the preparation, calculation and completion of moderately complex, bi-weekly payroll for all employees in your portfolio from hire to retire. Other responsibilities include checking and verifying time submitted for validity and adherence to the Collective Agreement, processing WorkSafeBC payments, issuing Records of Employment, preparing remittances and manual cheques, performing payroll reconciliations, answering payroll related inquiries, and maintaining communication with various internal and external contacts regarding a wide variety of payroll matters. While the majority of your work will be performed independently, our payroll department is highly team oriented leading to the opportunity to collaborate and share expertise with your peers, and learn from them as well.

Our ideal candidate will have a minimum of 3 years of payroll experience, supplemented by the Payroll Compliance Practitioner certification, or completion of Payroll coursework through an accredited association. Knowledge of MS Excel, Word and Outlook is required. Experience with PeopleSoft and Maximo as well as any experience in a municipal or regional government environment would be considered an asset.

A CUPE hourly rate of \$29.13 - \$34.23 (2022 rates) plus 6% in lieu along with some benefits is offered. Applicants under consideration may be required to consent to a Police Information Check.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on August 15, 2023.

*The City of Coquitlam is an Equal Opportunity Employer.
We thank all applicants for their interest; however, only those selected for an interview will be contacted.*