



DISTRICT OF SAANICH  
FINANCE  
FINANCIAL SERVICES

## **PAYROLL ADMINISTRATOR Permanent Full Time**

The Finance Department at the District of Saanich is seeking an experienced Payroll Administrator to perform clerical work in the accurate preparation of weekly payroll runs for the municipal workforce under multiple collective agreements in a computerized payroll environment.

Requirements include: completion of Grade 12 or equivalent; two courses in the CPA Payroll Compliance Practitioner Program or equivalent; two years of practical payroll experience in a complex, multi-union environment; proficient in Excel, Word and Outlook; and the ability to work well under pressure and meet payroll data entry deadlines. This position requires numerical aptitude along with accurate and high-speed data entry skills. An equivalent combination of education and experience may be considered.

The successful applicant will work Monday to Friday from 8:30 a.m. - 4:30 p.m. (35 hours per week).

**This is a C.U.P.E. Local 2011 position with a wage of \$37.07 per hour and an excellent benefits package.** Job description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). **Please apply by 11:45 p.m. on Monday, February 26, 2024 quoting competition 24040 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. Although we thank all applicants for applying, only those under consideration will be contacted.

**The District of Saanich is recognized as one of BC's Top Employers for 2023.** As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [accessibilityHR@saanich.ca](mailto:accessibilityHR@saanich.ca).