

Township of Langley

Job Title:	Payroll Clerk
Competition Number:	24-U101
Employment Type:	Regular Full-Time
Pay Rate:	\$33.25 - \$39.14 per hour (five steps, 2024 rates) plus benefits
Hours of Work:	35 hours per week; Monday to Friday, 8:30am – 4:30pm
Competition Opening Date:	June 17, 2024
Competition Internal Closing Date:	June 25, 2024
Competition External Closing Date:	July 1, 2024

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Payroll Clerk** to join our team of professionals in the Human Resources Division. Reporting to the Manager, Payroll, in this unionized position you will prepare, calculate and complete the municipal payroll. The Payroll Clerk prepares bi-weekly payroll, answers enquiries and prepares periodic statements and reports. This position requires a considerable amount of independent judgement and will appeal to applicants who are organized, detail-oriented and work well with deadlines.

Responsibilities

- Prepare salaried and hourly bi-weekly municipal payrolls
- Review payroll reports and makes corrections accordingly
- Check payroll material and data submitted to ensure accordance with regulations and agreements
- Prepare and balance monthly remittances for statutory and non-statutory payroll deductions
- Maintain, record and process payroll deduction accounts in accordance with legislative requirements
- Prepare journal entries and make adjustments general ledger accounts
- Assist in year-end preparation of employee T4s and related documents as required
- Provide guidance and direction to employees supporting payroll preparation
- Perform related work as required

Qualifications

- Completion of Grade 12 supplemented by payroll courses related to the work, preferably completion of the first level of the Payroll Compliance Practitioner program, plus considerable related experience in computerized payroll, preferably in a municipal environment; or an equivalent combination of training and experience
- Thorough knowledge of the methods, practices and principles involved in payroll preparation and calculation
- Considerable knowledge of the regulations, rules and agreements applicable to municipal payroll
- Ability to perform all assigned duties under the general direction of a supervisor
- Ability to understand, interpret and apply regulations, agreements and procedures concerning payroll and benefit matters
- Ability to provide guidance and direction on payroll matters

Apply Now

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We appreciate all applications; however, only short-listed candidates will be contacted for an interview.