

| | | | |
|--------------------------|--|----------------|--|
| DEPARTMENT: | Human Resources & Information Technology | STATUS: | Temporary Full-Time (1 year) |
| NO. OF POSITIONS: | One | UNION: | CUPE Local 387 |
| HOURS OF WORK: | 35 Hours Per Week | SALARY: | \$34.62 - \$40.76 per hour (2024 rates) plus comprehensive benefits package |

The City of New Westminster has earned a proud reputation for civic leadership, service delivery and outstanding employee relations. We offer our employees great work-life balance; hybrid work environment; competitive salaries and benefit plans (including pension); education and training opportunities; and challenging and rewarding work.

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. It is a city rich in history with a viable and thriving economy, a population representative of the diversity of the region, and is staffed by talented and dedicated employees who work together to achieve its strategic vision.

Are you an organized, multi-tasking team player who thrives in the deadline driven environment of payroll and enjoys helping others in solving problems or resolving issues? If this is you, please join us as a temporary full-time member of our professional Payroll team that processes bi-weekly payrolls for 1000 plus employees covering 4 collective agreements. Your role will include performing moderately complex clerical work in the accurate preparation, calculation and completion of Municipal payrolls for all employees of the City and affiliated Boards.

If you have the following characteristics and qualifications, we want to hear from you!

- Grade 12 supplemented by completion of the National Payroll Institute – Payroll Compliance Practitioner and at least 3 years of related experience in a unionized computerized payroll environment. Must be a member in good standing with the National Payroll Institute.
- Knowledge of the methods, practices and principles used in the preparation, calculation and processing of payrolls; and of the rules, regulations and legislation applicable to same.
- Ability to understand, interpret and apply regulations, rules and collective agreements as applicable to Municipal payroll operations.
- Ability to effectively liaise with and establish and maintain effective working relationships with a variety of internal and external contacts on matters related to the work.
- Ability to exercise tact and diplomacy in explaining payroll calculations and related collective agreement provisions and legislative requirements.
- Demonstrated ability to use analytical and problem solving skills in completing the work.
- Ability to pass and maintain a satisfactory Police Information Check.

What we offer:

- Work-life balance – 35 hour work week, paid vacation leave, an optional compressed day off program
- Hybrid work environment – optional part-time remote work
- Health and wellness – extended health, dental, life insurance benefits, paid sick leave plan, plus other wellness-focused programs and benefits
- Retirement benefits – including municipal pension plan
- Career development – ongoing learning, leadership development, and education development program

Apply by sending your **cover letter and resume in one document** at www.newwestcity.ca/employment by **August 16, 2024**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.

It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.