

## **Payroll Clerk (Temporary, Full-Time) - 1430**

### **Close Date**

August 18, 2024

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

*Let's make Kamloops shine! Join our team today.*

### **Position Overview**

The City of Kamloops has an exciting opportunity for a Temporary, Full-Time Payroll Clerk to join our Payroll division. The work will involve digital and physical filing, preparing adjustments and entering data into computerized payroll and financial systems in accordance with established internal controls. The Payroll Clerk will incorporate relevant legislation, collective agreements and policies and procedures into their work. This position requires a self-motivated individual with an eye for detail as well as strong organizational skills. If you are someone, who shares our corporate values of resiliency, purposeful, trust, inclusive, health conscious, and cooperation, and who is passionate about payroll administration, then the Payroll Clerk position may be a great fit for you!

We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience.

We have world class, hiking and biking trails, ski resorts, green spaces, and facilities to fit whatever your passions are! We are nestled in the interior of British Columbia a few hours away from the Okanagan lakes and the Vancouver coastline. This is Kamloops!

### The successful candidate must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Completion of a post-secondary accounting course that is recognized by the Canadian Payroll Association.
3. Proficient in basic Word and basic Excel as demonstrated through testing (70% pass rate is required).
4. Proficient in alphanumeric data entry, as demonstrated through testing.
5. Minimum three months' previous payroll experience that includes payroll functions and time sheet data entry.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

This is a temporary position until approximately December 31, 2025.

### **Hourly Rate**

\$34.741

**Hours & Days of Work**

Monday – Friday:  
8:00 AM - 4:00 PM (year-round)

**Hours per Week**

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email [hr@kamloops.ca](mailto:hr@kamloops.ca) or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at [kamloops.ca/careers](http://kamloops.ca/careers).