



# BUILD A CITY. BUILD A FUTURE.



## PAYROLL TECHNICIAN

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.*

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.  
**Build a City. Build a Future at the City of Surrey***

### Scope

This is a specialized, complex, clerical position, responsible for the processing of all aspects of payroll in a timely, accurate and efficient manner. Considerable responsibility and independence of action is exercised, working within set guidelines.

### Employment Status

Union - CUPE Local 402 – Auxiliary

### Responsibilities

- Collect data.
- Process and distribute timely bi-weekly payroll payments.
- Reconcile accounts and maintain accurate payroll records.
- Administer corporate policies.
- Check payroll material and data submitted for conformity with legislation, regulations, agreements and procedures.
- Prepare accurate payroll documents and complete assignments by required deadlines.
- Respond to inquiries from staff, outside agencies and others.

### Qualifications

- Completion of Grade 12, supplemented by payroll and accounting courses equivalent to Payroll Compliance Practitioner (PCP) courses.
- A minimum of 5 years recent payroll experience in a large computerized setting, the last three being in positions of significant complexity and responsibility.
- An equivalent combination of education and experience may be considered.
- Payroll Compliance Professional (PCP) certification through National Payroll Institute or equivalent.
- Previous PeopleSoft experience is an asset.

You are able to communicate effectively both orally and in writing, work in a team setting and have good organizational and time-management skills. In addition, you are able to perform and succeed under the pressure of deadlines. You will also have good

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knowledge of current payroll and benefit law, issues, processes and systems. You will also possess good working knowledge of double-entry bookkeeping, mainframe computer and PC applications, including Excel and Word for Windows.

Applicants under consideration will be required to provide proof of qualifications and consent to a Police Information Check.

Successful applicants must provide proof of qualifications.

## Other Information

Hourly Rate: \$35.71

Steps	Hourly Rate
Step 1	\$35.71
Step 2 (6 Months)	\$36.72
Step 3 (18 Months)	\$37.91
Step 4 (30 Months)	\$38.98

## Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6337.

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