

### **Payroll Technician (Temporary, Full-Time) - 1687**

#### **REVISED CLOSING DATE**

#### **Close Date:**

July 23, 2025

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody everyday. 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 opportunity for a temporary, full-time Payroll Technician whose work involves a range of payroll activities in a timely and accurate manner in accordance with established internal controls, relevant legislation, collective agreements, policies, and procedures. This position requires a self-motivated individual with a high degree of attention to detail and 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 and benefits administration, then the Payroll Technician position may be a fit for you!

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

1. Completion of senior secondary school or its equivalent.
2. Completion of the Payroll Compliance Practitioner (PCP) certification from the Canadian Payroll Association.
3. Proficient in intermediate Word and intermediate Excel as demonstrated through testing. (70% pass rate required)
4. Minimum of one year's previous full cycle payroll experience.

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. This position will receive 14% in lieu of all benefits, vacation, stat holidays, and health time. This is a CUPE Local 900 position.

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

#### **Hourly Rate**

\$37.425

**Hours & Days of Work**

Monday to Friday: 8:30 AM – 4:30 PM

**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 email [hr@kamloops.ca](mailto:hr@kamloops.ca) or in person at 6-510 Lorne Street so we can better support you.

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

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