

Payroll Systems Analyst (Permanent, Full-Time) - 1793

Close Date: November 28, 2025

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

An exciting and challenging opportunity exists for a permanent, full-time **Payroll Systems Analyst** to join the Employee Services team at the City of Kamloops! Similar to our Business Analyst position, this position performs payroll related analysis, project definition and scoping, process design, and implementation work involving information technology. The Payroll Systems Analyst is also responsible for conducting client interviews and briefings to prepare project plans as well as leading projects and work plans. This position works in close collaboration with our internal HRIS team and acts as a key liaison with subject matter experts across the organization. If you are someone who is passionate about improving software use and effectiveness, then the Payroll Systems Analyst may be a fit for you!

Welcome to the vibrant heart of British Columbia, where the majestic Thompson River flows amidst stunning landscapes and a community steeped in history and culture. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit!

Nestled in the Thompson Valley and surrounded by the rugged beauty of the Interior Plateau, Kamloops boasts a unique blend of urban amenities and outdoor adventure. From its bustling downtown core, alive with eclectic shops and diverse culinary delights, to its vast network of trails, parks, and recreational facilities, Kamloops offers something for everyone.

Whether you're an outdoor enthusiast seeking thrills on the mountain bike trails of nearby Kamloops Bike Ranch, a history buff exploring the city's rich Indigenous heritage at the Secwépemc Museum and Heritage Park, or a foodie delighting in the farm-to-table cuisine of its local restaurants, Kamloops welcomes you with open arms and boundless opportunities to explore, discover, and connect.

The successful candidate must have the following qualifications:

1. Completion of a post-secondary degree in Information Technology, Accounting, Finance, Business, or related field.
2. Proficiency in intermediate Excel and intermediate Word as demonstrated through testing (70% pass rate required).
3. Minimum two (2) years' previous experience that includes implementation, integration, and configuration of electronic applications and software programs, business and data process analysis.



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.

Hourly Rate

\$47.942

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 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.