



**RECOGNIZED.
REWARDED.
VALUED.**



As the largest city in the Fraser Valley, the City of Abbotsford serves 166,000 residents, located on the traditional territories of the Semá:th, Mathxwí and Leq'á:mel first peoples.

Abbotsford is a vibrant cultural and economic hub, home to the Abbotsford Canucks and Abbotsford International Airport. As we continue to grow, we are committed to building strong partnerships and innovating urban design.

At the City of Abbotsford, our people are our greatest asset. We offer meaningful career opportunities that make a difference within the local community. Join us in creating a sustainable, livable city where everyone can thrive!

Payroll Assistant

Finance & Procurement Services

CUPE, Temporary Full Time

Posting #J0226-0740

The City of Abbotsford is seeking an experienced and self-motivated professional to join our team as a temporary, full time Payroll Assistant for the Finance and Procurement Services Department. In this highly confidential and technical role, you will be responsible for the accounting functions related to payroll.

As the successful candidate, you will be preparing payroll GL account reconciliations, monthly, quarterly and annual reports, remittances for all payroll deductions and benefits, as well as entering payroll changes into the system. You will be preparing payroll-related journal entries and preparing reports, summaries, records and other correspondence related to payroll accounting matters. This position assists with actions and reports related to terminations and retirements, testing and implementation of payroll system enhancements, system releases and version upgrades.

Your proven skills, knowledge and abilities as a payroll professional, knowledge of accounting principles and practices, and experience in a computerized payroll environment will make you an asset to the team. Your attention to detail, time management and organizational skills will be essential in this position. Working knowledge of Federal and Provincial legislation, and union agreements related to wage and salary administration along with a demonstrated ability to find efficiencies and make recommendations for process improvements will guide your success in this position.

As our ideal candidate you will have:

- Minimum 2 years' experience in a payroll position in a computerized payroll environment, using an Enterprise Resource Planning (ERP) system; and
- Payroll Compliance Practitioner (PCP) certification with the Canadian Payroll Association.

This position is unionized, C.U.P.E Local 774, and the hourly rate of pay is from \$34.85 to \$40.99 per hour.

Please note that lesser qualified candidates may be considered.

At the City of Abbotsford, we work strongly to create a challenging yet rewarding environment for our employees to thrive. We offer ongoing personal and professional development opportunities, competitive compensation and a comprehensive benefits package. To apply, please visit us online at www.abbotsford.ca/careers.

The City of Abbotsford is committed to creating a workplace that fosters a culture of diversity and inclusion by attracting, retaining and developing a talented and diverse workforce which broadly reflects the community and citizens we serve. As such, we encourage applications from individuals from all genders, backgrounds and underrepresented groups. We will be happy to work with applicants requesting accommodation at any stage of the hiring process.

Closing Date: March 8, 2026

