

Careers

Payroll Coordinator (18-month term)



Join our team as a skilled payroll professional with a strong commitment to customer service, compliance, and operational excellence. The Payroll Coordinator plays an essential role in overseeing the City's payroll operations, ensuring that more than 1,000 employees across multiple pay groups are paid accurately and on schedule.

In this role, you will provide leadership and support to payroll staff, help maintain efficient payroll and remittance processes, and ensure all legislated deadlines are met. The Payroll Coordinator also works closely with departments across the organization, shares subject matter expertise, maintains payroll systems, and leads payroll-related system projects and process improvements.

Qualifications

- Payroll Compliance Practitioner (PCP) designation
- Diploma in business or related field
- 3 years of recent payroll experience
- Responsible and accountable with strong attention to detail
- Skilled in people management with experience leading teams
- Computer Literacy

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly rate starting at \$42.12 per hour plus 14% in lieu of benefits, vacation and statutory holidays. The position has a confirmed term of 18 months but may be extended.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **June 2, 2026**

Applicants not contacted within three weeks of the closing date are thanked for their interest