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## Payroll Specialist

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<b>DEPARTMENT:</b>	<b>Human Resources</b>	<b>STATUS:</b>	<b>Full-Time</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE Local 387</b>
<b>HOURS OF WORK:</b>	<b>35 Hours Per Week</b>	<b>SALARY:</b>	<b>\$37.08 - \$43.67 per hour + comprehensive benefits package</b>

As a central hub in the Metro Vancouver area, the City of New Westminister delivers a broad spectrum of urban services to over 92,000 residents. It is a city rich in history with a viable and thriving economy, a population representative of the diversity of the region, and is staffed by talented and dedicated employees who work together to achieve its strategic vision.

Are you an organized, multi-tasking team player who thrives in the deadline driven environment of payroll and enjoys helping others in solving problems or resolving issues? If this is you, please join us as a member of our professional team that processes bi-weekly payrolls for 1600 plus employees covering 4 collective agreements. Your role will include performing moderately complex clerical work in the accurate preparation, calculation and completion of Municipal payrolls for all employees of the City and affiliated Boards.

### **If you have the following characteristics and qualifications, we want to hear from you!**

- Grade 12 supplemented by completion of the National Payroll Institute – Payroll Compliance Practitioner and at least 3 years of related experience in a unionized computerized payroll environment. Must be a member in good standing with the National Payroll Institute.
- Knowledge of the methods, practices and principles used in the preparation, calculation and processing of payrolls; and of the rules, regulations and legislation applicable to same.
- Ability to understand, interpret and apply regulations, rules and collective agreements as applicable to Municipal payroll operations.
- Ability to effectively liaise with and establish and maintain effective working relationships with a variety of internal and external contacts on matters related to the work.
- Ability to exercise tact and diplomacy in explaining payroll calculations and related collective agreement provisions and legislative requirements.
- Demonstrated ability to use analytical and problem solving skills in completing the work.
- Ability to pass and maintain a satisfactory Police Information Check.

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, rewarding work.

Apply by sending your **cover letter and resume in one document** at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by **May 3, 2026**.

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminister is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.*

*It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.*

*We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.*

*This position is only open to those legally entitled to work in Canada.*