

Payroll Specialist

Permanent Part-time (28 hours per week)

Are you naturally collaborative, service-oriented and community-focused? Do you want to make a difference in your community and be part of an organization that has a direct impact on the quality of life of residents in the Comox Valley? At the Comox Valley Regional District (CVRD) we are committed to fostering a respectful, inclusive, equitable and diverse workplace which is representative of the community we serve. Our core values-**collaboration**, **service**, **accountability** and **sustainability** help guide us in everything we do. If you share our commitment and values, please consider applying with us.

In addition to the Comox Valley being an attractive geographic location to live and play, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains, working at the CVRD provides work/life balance through flexible work options, competitive salary and wages, employer-paid benefits package, and municipal pension plan. At the CVRD we value continual learning and growth and support employees' development through technical, professional, and leadership training.

Working with the CVRD is a plus for everyone. To learn more, visit our website at www.comoxvalleyrd.ca/about/careers/work-cvrd

We are accepting applications for a permanent part-time **Payroll Specialist** to join our team. Reporting to the Manager of Payroll and Benefits, the primary responsibilities of this role include:

- Supporting the Manager in the preparation of multiple payrolls covering union employees, exempt staff, and Board members in accordance with CVRD policies, collective agreements, and relevant legislation;
- Acting as the primary backup for the Manager of Payroll and Benefits;
- Performing and managing accurate processing of full-cycle bi-weekly, monthly and with an in-house live system along with an online timecard management system;
- Processing employee leave information with a combination of paper timesheets, leave forms and paperless timecards;
- Assisting with year-end processing including but not limited to T4, T4A's and monthly/quarterly/fiscal yearend reconciliations;

- Submitting Employment Insurance records;
- Providing up-to-date accrual information on all employees to managers and human resources, including (but not limited to) sick leaves, leaves of absence, and overtime hours;
- Assisting with the launch of and ongoing support of the Employee Self Service portal;
- Maintaining confidential staff records and ensuring efficient and timely filing of documents;
- Preparing sensitive payroll, compensation, and financial reporting for HR, Finance, external auditors, and government agencies;
- Responding to and resolving payroll inquiries from employees, management, unions, and external agencies;
- Supporting Human Resources and Finance with reporting, analytics, and data requests;
- Providing payroll-related financial analysis and research to support collective bargaining;
- Supporting the disability management claims process;
- Maintaining effective communication between staff and management by addressing payroll-related questions and concerns.

Our ideal candidate is:

- Able to work effectively in a fast-paced, deadline-oriented environment;
- Educated at the post-secondary level in accounting, finance, human resources, business administration or another related field (an equivalent combination of education and experience may be considered);
- Experienced in payroll with a minimum of two years' related experience processing payroll in a complex, multi-union environment, preferably in local government;
- A Payroll Compliance Practitioner (PCP) with the National Payroll Institute;
- Technically strong with payroll software programs and HRIS Systems;
- Comfortable interpreting and applying collective agreement provisions, relevant employment, labour and WorkSafeBC legislation, and Generally Accepted Accounting Principles (GAAP);
- Able to apply payroll knowledge to solve complex payroll problems and ensure compliance with high attention to detail and data entry accuracy;
- Able to establish and maintain positive working relationships with internal and external contacts;
- Able to exercise discretion, tact, diplomacy, and good judgment working with confidential and sensitive information;
- An advanced user of Microsoft Office Suite, specifically Excel, and comfortable using Adobe Acrobat and SharePoint applications;

- Committed to continuous learning including annual professional development to maintain certification.

A valid BC Class 5 driver's license is required for this role. Successful candidates will be required to consent to a Canadian Criminal Record Check.

This is an exempt position with a current annual salary range of \$65,309 to \$77,609.

The minimum hours of work for this position are 28 hours per week (additional hours may be required during peak periods such as year-end), with the work schedule/days of the week to be determined. This position is eligible for the employer-paid benefits plan and municipal pension plan (waiting periods apply). This is an in-office position, based out of the CVRD's main office in downtown Courtenay.

To review the complete job description and to apply go to www.comoxvalleyrd.ca/jobs.

The closing date for this position is **June 10, 2026 at 3:00 pm**. Applications for available positions with the CVRD must be received prior to the indicated closing date and time. We appreciate all applications; however, only short-listed candidates will be contacted. If your application is shortlisted, you will be contacted in a timely manner to arrange an interview. Virtual or in-person interviews are available.

The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

The CVRD is committed to providing a safe, respectful and inclusive work environment. We celebrate diversity and welcome applications from all qualified candidates.