

Payroll Technician (Permanent, Full-Time) - 1965

Close Date

July 7, 2026

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

Are you a detail-oriented payroll professional who thrives in a fast-paced environment? Do you enjoy solving problems, working with numbers, and providing exceptional service to employees? We are seeking a skilled **permanent, full-time Payroll Technician** to join our team and play a key role in ensuring accurate and timely payroll and benefits administration for City employees.

In this position, you'll work independently while collaborating with departments across the organization, helping ensure employees are paid correctly and on time while maintaining the highest standards of confidentiality, accuracy, and customer service.

Living in Kamloops

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The successful candidate must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Completion of the Payroll Compliance Practitioner (PCP) certification from the Canadian Payroll Association.
3. Proficient in intermediate Word and intermediate Excel as demonstrated through testing. (70% pass rate required.)
4. Minimum of one year's previous full cycle payroll experience.

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.

Please note, this Payroll Technician (Permanent, Full-Time) posting coincides with posting Payroll Technician - Training Opportunity (Permanent, Full-Time) - 1966. Our preference is to only hire a fully qualified Payroll Technician. However, if there are no candidates deemed fully qualified, candidates for the Payroll Technician - Training Opportunity (Permanent, Full-Time) - 1966 posting will be considered.

Hourly Rate

\$37.425 (2025)

Hours & Days of Work

Monday to Friday: 8:00 a.m. - 4:00 p.m.

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.