

Senior Payroll Technician (Permanent, Full-Time) - 1967

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 the person who catches the one-cent discrepancy before anyone else? Do you thrive on solving complex payroll puzzles while delivering exceptional service? If spreadsheets, legislation, and deadlines don't intimidate you—but energize you—we'd love to meet you!

As our **permanent, full-time Senior Payroll Technician**, you'll play a key role in ensuring employees are paid accurately and on time while supporting a fair and compliant workplace. You'll be the go-to expert for complex payroll matters, providing guidance, troubleshooting issues, and helping improve processes. If you are ready to take your payroll career to the next level, apply today!

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. Completion of a post-secondary accounting course (3 credits).
4. Proficient in intermediate Word and advanced Excel as demonstrated through testing. (70% pass rate required)
5. Minimum of three year's previous experience with enterprise resource planning (ERP) payroll system and full cycle payroll.

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 that this is a new job classification, and the pay grade is subject to agreement between the Employer and the Union.

Please note, this Senior Payroll Technician (Permanent, Full-Time) posting coincides with posting Senior Payroll Technician - Training Opportunity (Permanent, Full-Time) - 1968. Our preference is to only hire a fully qualified Senior Payroll Technician. However, if there are no candidates deemed fully qualified, candidates for the Senior Payroll Technician - Training Opportunity (Permanent, Full-Time) - 1968 posting will be considered.

Hourly Rate

\$41.857 (2025)

Hours & Days of Work

Monday - Friday 8:00 AM - 4:00 PM

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.