

Payroll Clerk (Temporary, Full-Time) - 2030

Close Date

September 27, 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 detail-oriented, organized, and passionate about accuracy? Join our team as a **temporary, full-time Payroll Clerk** and play an important role in ensuring employees are paid accurately and on time. Working in a fast-paced, deadline-driven environment, you'll process payroll transactions and assist with payroll reporting and reconciliations.

We are looking for someone with payroll experience, strong data entry and organizational skills, and the ability to maintain confidentiality while providing excellent customer service. If you enjoy working with numbers, have a keen eye for detail, and thrive in a collaborative environment, we would love to hear from you.

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We have world class, hiking and biking trails, ski resorts, green spaces, and facilities to fit whatever your passions are! We are nestled in the interior of British Columbia a few hours away from the Okanagan lakes and the Vancouver coastline. This is Kamloops!

The successful candidate must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Completion of a post-secondary accounting course that is recognized by the Canadian Payroll Association.
3. Proficient in basic Word and basic Excel as demonstrated through testing. (70% pass rate required)
4. Proficient in alphanumeric data entry, as demonstrated through testing. (70% pass rate required)
5. Minimum three months' previous payroll experience that includes payroll functions and time sheet data entry.

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. This position will receive 14% in lieu of all benefits, vacation, stat holidays, and health time.

This is a unionized position with CUPE Local 900; check out our Collective Agreement (2024 - 2025) for full details (ratified 2026 Collective Agreement coming soon). As this is a unionized position, all qualifications must be met in order to be shortlisted for the position.

This is a temporary position until approximately December 31, 2026 or return of the incumbent.

Hourly Rate

\$ 36.926

Hours & Days of Work

Monday - Friday 8:00 AM - 4:00 PM (year-round)

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.