

PAYROLL CLERK

Reporting to the Deputy Director of Finance, the Payroll Clerk undertakes and is responsible for City wide payroll, as well as compensation, benefit and administrative duties necessary to the day-to-day operation of the Finance Department. The Payroll Clerk works closely with City staff and is expected to act on their own initiative in dealing with the relatively complex nature of the day-to-day business of the Finance Department. The position is charged with forging cooperative relationships and working partnerships with concerned parties, including, but not limited to Management, Employees and external parties, as required.

Job Details

JOB LOCATION: On-site, Cranbrook, BC
POSTING TYPE: CUPE Local 2090
POSITION TYPE: Full-Time
HOURS OF WORK: 35 hours per week, as per schedule

THE CITY OF CRANBROOK

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our city a welcoming and growing place in which to live, work and play.

The City offers a competitive benefits package including extended health, dental and vision care, short and long-term disability, pension plan, accidental death and dismemberment insurance, life insurance and a \$500/yr. health and wellness benefit.

HOURLY RATE \$39.1180 - \$40.9890 per hour, Pay Grade 6 – Schedule “A” Inside Employees

ESSENTIAL QUALIFICATIONS

EDUCATION

- Grade 12 Diploma or G.E.D
- Completion of CPA Payroll Compliance Practitioner Certificate
- Preference will be given to someone with experience using UKG PRO and WFM

EXPERIENCE

- Minimum two (2) years’ related payroll experience
- Municipal/Government unionized payroll experience will be considered an asset

SPECIFIC SKILLS

- Accurate and efficient written/keyboarding skills
- Good working knowledge and understanding of payroll legislation and regulations.
- Knowledge of legal and legislative requirements, policies, procedures and protocols related to payroll and benefits.
- Demonstrated ability to prepare and maintain accurate and complete documents, forms, and records.
- Ability to use computers and applications in a proficient manner, including accounting software, Microsoft Outlook, Word and Excel.

- Excellent verbal and written communication skills
- Good organizational and time management skills
- Demonstrated ability to exercise considerable tact, courtesy and diplomacy when dealing with members of the public, other agencies and staff

SPECIAL REQUIREMENTS

- High degree of initiative and sound judgement
- Demonstrated ability to work with minimal supervision
- Ability to maintain confidentiality
- Police Information Check

CLOSING DATE: Open until filled