



Live where you work

Payroll Assistant (exempt)

The Cowichan Valley Regional District (CVRD) is currently seeking a detail oriented, independent and well organized payroll professional to join our team as a Payroll Assistant. If you thrive, perform and succeed under the pressure of deadlines, you are just who we are looking for. This is a temporary part time opportunity averaging 17.5 hours per week for up to six months to backfill for an employee acting in our Payroll Coordinator role.

Reporting to the Manager, Human Resources, the Payroll Assistant's main focus is on collecting, preparing, calculating and completing a moderately complex bi-weekly payroll for all employee groups. The Payroll Assistant also supports the Payroll Coordinator in preparing statutory and benefit provider remittances, general ledger postings and reconciliations including year-end T4's. The incumbent works closely with other members of the Human Resources team and provides general administrative support to the division.

Ideally you will have a Diploma in Business Administration and two years of related, practical payroll experience. Experience in Vancouver as well as any experience in a local government environment is considered an asset. In addition the following certificates are considered an asset: Payroll Compliance Practitioner; Certified Payroll Manager; Chartered Professional in Human Resources. An equivalent combination of education, training and experience may be considered.

The successful applicant will bring with them a strong focus on process, impeccable time management skills and a keen eye for detail. In addition they will have the ability to understand, interpret and apply laws, regulations, legislation, collective agreements and payroll procedures. Excellent customer service, interpersonal and communication skills are also required.

The starting wage is \$37.43 per hour and is accompanied by an attractive and comprehensive benefits package. The successful applicant will need to be able to work a flexible schedule. A detailed job description can be found at www.cvrld.ca.

Please forward your resume in complete confidence to the Human Resources Division before **4:30 p.m. on June 29, 2021** quoting Competition **21066-E**. We can be reached by email at hr@cvrd.bc.ca (please use either MSWord or pdf format).

The CVRD would like to thank all applicants. Please note that only those selected for an interview will be contacted.

