



Internal/External Posting

ACCOUNTING CLERK II - PAYROLL TOWN HALL

The Town of Comox invites applications for the Accounting Clerk II - Payroll position at Town Hall. This is a regular part-time (21 hours, 3 days per week) union position (CUPE Local 556) with a current rate of pay of \$35.37 per hour plus benefits and includes a three month probationary period.

Under the direction and supervision of the Deputy Director of Finance, the successful candidate is responsible for processing the organization's payroll-related earnings, deductions, pension, and benefits. The Accounting Clerk II – Payroll works closely with the Payroll Analyst to maintain accurate employee payroll records and ensure compliance with external and internal policies and legislation. The incumbent must be well organized, able to multi-task and deal effectively with staff, other departments, and the public.

Typical Duties & Responsibilities:

- Prepares required payroll reconciliations and remittances;
- Prepares Records of Employment (ROEs) and responds to Service Canada inquiries and audits;
- Prepares T4s, T4As, and Municipal Pension Plan reports;
- Remains current with rules and legislation which govern payroll administration practices; and
- Provides support for other positions in the finance department, such as Payroll Analyst, Customer Service, Accounts Receivable, and Accounts Payable.

Required Knowledge & Skills:

- Post-secondary diploma in business, finance or related discipline and/or equivalent professional experience;
- Certified Payroll Manager (CPM) designation through the National Payroll Institute or equivalent education in payroll;
- Registration and membership with the Canadian Payroll Association;
- Minimum of three (3) years of current payroll experience;
- Extensive knowledge of legislation, including the Employment Standards Act, applicable CRA statutory deductions, rules regarding Employment Insurance and Canada Pension Plan, and the ability to understand, interpret and apply the provisions of a collective agreement and exempt employee contracts;
- Experience using complex payroll software such as Ceridian Dayforce;
- Extensive knowledge of the methods, practices and principles used in the preparation, calculation and processing of payrolls with related experience in payroll operations in a unionized environment;
- Ability to work well under pressure, manage multiple competing demands and meet reporting and remitting deadlines;
- Excellent organizational and communication skills; and
- Current clean criminal record check.

A complete job description is available upon request.

Applications for this posting will be received until **4:30 pm Friday, June 16, 2023** and should be directed by email to jobs@comox.ca.

Competition 23-18-IE

We wish to thank all applicants however only shortlisted candidates will be contacted.

Tel: 250-339-2202

Fax: 250-339-7110

Email: town@comox.ca

Address:

1809 Beaufort Avenue

Comox, B.C. V9M 1R9

We respectfully acknowledge that we gather and work on the traditional territory of the K'ómoks First Nation, the traditional keepers of this land.