



## **District of Peachland Job Posting**

### **Payroll & Benefits Clerk**

The District of Peachland, a vibrant and growing community of approximately 5,400 located on the shores of Okanagan Lake between Kelowna and Penticton, is currently recruiting for a permanent full-time Payroll & Benefits Clerk.

Reporting to the Director of Finance, the Payroll and Benefits Clerk is responsible for accurate and timely planning and processing of the District of Peachland bi-weekly payroll and benefits program.

#### Key Job Duties:

- Ensures payroll transactions are processed using Enterprise Resource Planning (ERP) System best practices.
- Responsible for payroll records and processing, including benefits reconciliation.
- Performs online employee benefit enrolment and updates with various benefit carriers.
- Prepares monthly and year-end reconciliations for all payroll related accounts and ensures any journal entries are prepared and processed on a timely basis.
- Provides hand on active and accurate full cycle processing of the District's payroll for unionized and excluded staff, Council and Fire Fighters.
- Performs year-end production, reconciliation and submission of reporting documents as required by legislation such as T4 slips and annual reporting.
- Contributes to an implements payroll policies and procedures ensure payroll actions are in accordance with statutory and regulatory requirements, applicable collective agreements, bylaws and employment contracts, and District financial policies and procedures.

#### Training and Experience:

- Registration and membership with the Canadian Payroll Association with certification as a Payroll Compliance Practitioner.
- Diploma, such as Accounting or Business Administration considered an asset.
- 5 years related experience in a payroll environment including 3 years providing guidance and direction to a complex union environment.

#### Rate of Pay:

- This is a CUPE Local 608 Position with a comprehensive benefits package and pay rate of \$32.83 per hour.

Please submit resume with cover letter by 4 pm, April 27, 2021 to:

Polly Palmer  
District of Peachland  
5806 Beach Avenue  
Peachland, B.C. V0H 1X7  
e-mail: [careers@peachland.ca](mailto:careers@peachland.ca)

*We thank applicants for their interest in this position; however only those applicants selected for an interview will be contacted.*