

Position title: Payroll Specialist	Updated: May 2026	Job Family: Professional / Technical 1
Reports to: Manager of Payroll and Benefits	Direct reports: N/A	

POSITION SCOPE

The Payroll Specialist, under the guidance of the Manager of Payroll and Benefits, is responsible for preparing and executing full-cycle payroll processing for all CVRD union employees, exempt staff, and Board members and assists in the benefits administration for the organization. The Payroll Specialist also assists with system configuration and integrations, capturing employee life cycle changes in the Human Resources Information System (HRIS) and modifying and developing payroll processes and procedures to support best practices. The Payroll Specialist will be the primary backup for the Manager of Payroll and Benefits.

KEY ACCOUNTABILITIES

1. Supports the Manager of Payroll and Benefits in the preparation of multiple payrolls covering exempt and unionized staff and the board of directors in accordance with CVRD policies, collective agreements, and relevant legislation.
2. Performs and manages accurate processing of full-cycle bi-weekly, monthly and with an in-house live system along with an online timecard management system. Processes employee leave information with a combination of paper timesheets, leave forms and paperless timecards.
3. Assists with year end processing including but not limited to T4, T4A's and monthly/quarterly/fiscal yearend reconciliations with remittances to various government departments.
4. Submits Employment Insurance records based on the request needed for employees.
5. Provides up-to-date accrual information on all employees to managers and human resources, including (but not limited to) sick leaves, leaves of absence, overtime hours. Works with Human Resources to ensure seniority lists are current as per the relevant collective agreement.
6. In the absence of the Manager of Payroll and Benefits processes payroll as the designated back up, may be appointed the acting manager.
7. Assists with the launch of and ongoing support of the Employee Self Service portal and helps to ensure system is being used and updated.

8. Maintains confidential staff records (exempt and unionized staff) and ensures efficient and timely filing of documents, tracks staff/organizational changes related to payroll and benefits, including all leave processing within the HRIS.
9. Prepare sensitive payroll, compensation, and financial reporting for HR, Finance, external auditors, and government agencies.
10. Respond to and resolves payroll inquiries from employees, management, unions, and external agencies.
11. Provide advice and guidance on payroll policies and procedures.
12. Supports HR and Finance with reporting, analytics, and data requests. Responsible for quarterly and ad hoc overtime and absenteeism reporting for managers. Provides analysis as needed.
13. Provide payroll-related financial analysis and research to support collective bargaining. Supports implementation of negotiated wage increases and calculation retroactive payments.
14. Supports disability management claims process in providing relevant payroll information to case manager and relevant agencies.
15. Maintaining effective communication between staff and management by addressing payroll-related questions and concerns.
16. Helps prepare various human resource documents related to payroll and benefits.
17. Prepare and reconcile payroll-related accounts with third-party providers and regulatory agencies
18. Conducts new employee payroll orientation and supports the process of information delivery around benefits, policies and payroll processes for all new hires.
19. Assist with payroll system updates, testing and process improvements
20. Undertakes other assigned duties and projects as required.

QUALIFICATIONS

Education, Experience and Certification *(or equivalent combination where acceptable):*

- Post-secondary education in accounting, finance, business administration, or related field.
- Payroll Compliance Practitioner (PCP) designation with the National Payroll Institute required.
- Minimum two years directly related experience processing payroll in a complex, multi-union environment, preferably in local government
- Experience with payroll software programs and HRIS systems
- An equivalent combination of education and experience may be considered

Knowledge, Abilities and Skills:

- Considerable knowledge of relevant employment, labour, and WorkSafeBC legislation, collective agreement provisions, and regional district policies and practices
- Knowledge and understanding of Generally Accepted Accounting Principles
- Attention to detail and high level of data entry accuracy is essential
- Strong time management skills and ability to meet weekly and monthly deadlines
- Strong communication and customer service skills and ability to advise supervisors and managers on proper payroll procedures, coding and timesheet approval processes
- Ability to use payroll knowledge to solve more complex payroll problems to ensure process compliance.
- Ability to work effectively in a fast-paced, deadline-oriented environment.
- Ability to establish and maintain constructive working relationships with internal and external contacts
- Ability to exercise discretion, tact, diplomacy, and good judgment working with confidential and sensitive information
- Ability to work effectively both independently and in a team environment
- Have a natural curiosity and analytical eye to review information, detect anomalies, and investigate and resolve discrepancies
- Ability to solve problems and make decisions based on a specific set of standards and guidelines, escalating unresolved issues to senior staff as required
- Well-developed organizational, analytical, problem-solving, and decision-making skills
- Demonstrated advanced level skills with Microsoft Office Suite specifically Excel. Strong utilization skills with Adobe Acrobat and SharePoint applications
- Committed to continuous learning including annual professional development to maintain certification

EMPLOYEE SIGNATURE

This is to certify that I have read this job description:

Print Name

Signature

Date