



PAYROLL CLERK II

STATUS:	Temporary Full-Time
DURATION:	Approximately one year - may be extended or reduced for operational reasons or unforeseen circumstances
HOURS OF WORK:	Five-day workweek - 8:00 a.m. to 4:00 p.m.
SALARY:	Pay Grade 18 - \$26.63 to \$31.34 per hour (2015 rates)
COMPETITION END DATE:	Thursday, March 1, 2016

Responsible for preparing, entering, maintaining, and coordinating payroll information, and processing pay for the Vancouver Police Department.

ESSENTIAL DUTIES

- uses SAP/WMS to process forms, input/change information and generate transactions
- reports and maintains records on all staff changes, such as new employee hires, terminations, transfers, retirements, various deductions, reclassifications, increments, leaves of absence, retroactive adjustments, WCB, job-shares, and benefits relating to MSP, extended health, and superannuation
- verifies payroll data from various units, ensuring accuracy of information
- monitors and makes required adjustments to employee quota entitlements and benefits
- generates payroll calculations, such as evaluations and simulations, and makes corrections prior to pay-runs
- communicates with the time entry clerks, supervisors, Human Resources staff, the SAP Sustainment team, and employees
- responds to inquiries and problems relating to Payroll/HR
- other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- strong knowledge of Word, Outlook and Excel
- ability to answer inquiries on pay-related issues pertaining to federal and provincial regulations, collective agreements, and organizational policies
- strong verbal communication, numeric, organization, and analytical skills
- ability to complete work accurately within established time frames
- ability to pay attention to detail
- ability to maintain effective working relationships in a team environment
- ability to type a minimum of 50 wpm and 8000 keystrokes per hour
- knowledge of payroll procedures and guidelines PREFERRED

EXPERIENCE

- minimum three years of payroll-related experience in a large unionized organization
- experience using complex computerized payroll systems
- experience using WCB benefit systems and analysis of pay problems or an equivalent combination of training and experience
- considerable experience interpreting pay-related articles of the collective agreement and EXEMPT compensation PREFERRED
- experience using SAP and WMS PREFERRED

EDUCATION

- Grade 12
- Active member of the Canadian Payroll Association (CPA) and has commenced level 1 of the Payroll Compliance Practitioner Certification (PCP)
- completion of the Payroll Compliance Practitioner Certification (PCP) through the Canadian Payroll Association PREFERRED

OTHER REQUIREMENT(S)

- valid BC driver's license
- all employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years
- candidates will be required to take a written exam

NOTE: This position falls under the jurisdiction of Teamsters Local 31.

Applicants should submit a resume via email by 4:30 p.m. of the closing date. **Resumes should indicate clearly the competition number on the subject line in the email**, and be made to the attention of Human Resources Section, via email vpd.civilian.jobs@vpd.ca.