



**School District No. 43 (Coquitlam)
Invites applications for the position of:**

**Payroll Clerk II (Administrator)
Regular Full Time (35 hours/week)
Effective Date: Immediately**

Coquitlam School District invites applications from individuals for the position of Payroll Clerk II (regular full time). As the third largest school district in the province, we are located within a 40-minute drive from downtown Vancouver. The school district has a population of 32,000 students with approximately 4,300 teaching, administrative, managerial and support staff.

Working under the direction of the Manager of Payroll, the Payroll Clerk II is responsible for preparing a large, complex computerized union payroll, maintaining salary database and reconciliation.

REQUIRED KNOWLEDGE AND SKILLS

- Payroll Compliance Practitioner Certification (PCP) of the Canadian Payroll Association and
- a minimum of 2 years computerized payroll experience.
- Typing 40 wpm and 195 keystrokes per minute is required and will be tested.

This is a unionized position which offers \$30.41 per hour (35 hours a week) including an attractive benefits package including Extended Health, Dental, MSP and Pension Plan (MPP).

To apply, please click on the following link and create a user account/profile.

<https://ejp.sd43.bc.ca/postings/Account/Login>

Once you have completed your profile you will have access to the job postings.

Applications will be reviewed as they are received.

The successful applicants must complete two criminal record checks.

We appreciate your interest but regret that only those candidates selected for an interview will be contacted.

The deliberations of employees, and Committees used to screen and consider job applications, shall be kept in strict confidence, and shall not be disclosed to any person except as required by law. Personal references, recommendations and evaluations collected or generated by Board employees and Committee members as part of the Board's hiring processes (other than references whose authorship and content is already known to the job applicant) shall be treated as having been supplied in confidence to the Board for the purposes of the *Freedom of Information and Protection of Privacy Act*.