



PAYROLL CLERK

COMPETITION: #22110-50072044

SECTION: Human Resources, Payroll Unit
STATUS: Regular full-time
HOURS OF WORK: Monday to Friday, 8:00 a.m. to 4:00 p.m.
SALARY: Pay Grade 18 - \$30.29 to \$35.66 per hour
COMPETITION END DATE: Wednesday, August 31, 2022

Responsible for preparing, entering, maintain and coordinating Payroll information and processing pay for the Vancouver Police Department.

ESSENTIAL DUTIES

- Uses SAP to process forms, input/change information, and generate transactions
- Uses WMS to update data entered on SAP – Worksite/ Work schedule/ Position/Setup, and Terminate on WMS
- Overtime slip processing and ensure it meets payroll practice and collective agreements
- 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

Required:

- Strong knowledge using 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 with 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 60 wpm and 8000 keystrokes per hour

Preferred:

- Knowledge of payroll procedures and guidelines

EXPERIENCE

Required:

- 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



Preferred:

- Considerable experience interpreting pay-related articles of the collective agreement and Exempt compensation
- Experience using SAP and WMS

EDUCATION

Required:

- Grade 12
- Member of the Canadian Payroll Association (CPA) and has commenced level 1 of the Payroll Compliance Practitioner Certification (PCP)

Preferred:

- Completion of the Payroll Compliance Practitioner Certification (PCP) through the Canadian Payroll Association

OTHER REQUIREMENTS

- Valid BC Driver's licence (preferred)
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

Selection Process: Candidates will be required to take a written test. Candidates must obtain a minimum 70% passing mark to move forward to the interview. Marks will be based on a 60% test and 40% interview.

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

Applicants should submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. on the closing date. **The competition number must be indicated on the subject line in the email.**