



# TIME ENTRY CLERK

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**COMPETITION: #22109-50073112**

**SECTION:** Human Resources Section, Payroll Unit  
**STATUS:** Temporary full-time  
**DURATION:** Until approximately March 30, 2023 - may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting  
**HOURS OF WORK:** Monday to Friday, 8:00 a.m. to 4:00 p.m.  
**SALARY:** Pay Grade 15 - \$26.87 to \$31.56 per hour  
**COMPETITION END DATE:** Wednesday, August 31, 2022

Responsible for preparing, processing, and maintaining a variety of payroll and time entry records for the Vancouver Police Department.

## ESSENTIAL DUTIES

- Receives and handles various time entry related issues
- Receives and/or downloads, verifies, and processes time sheets
- Downloads and processes prior period adjustments (PPA)
- Reviews existing information for accuracy and follow-up if applicable
- Ensures accuracy of statutory holidays and other related time entry functions
- Meets weekly and bi-weekly timelines to ensure employees are paid
- Runs WMS and SAP reports
- Other related duties and responsibilities as assigned

## KNOWLEDGE, SKILLS, AND ABILITIES

### Required:

- Good working knowledge of Word, Outlook, and Excel
- Good verbal communication, numeric, and organizational skills
- Ability to complete work accurately with established time frames
- Ability to pay attention to detail, verify information, and meet strict timelines
- Ability to maintain effective working relationships in a team environment
- Ability to type a minimum of 45 wpm and 7000 keystrokes per minute

### Preferred:

- Knowledge of payroll procedures, guidelines, and VPD collective agreements
- Working knowledge in related payroll systems such as SAP and WMS

## EXPERIENCE

### Required:

- Work experience in a business or retail environment
- Experience with data processing or time entry processing

### Preferred:

- Recent related time entry/data processing experience
- Experience working with personnel regulations and union agreements

## EDUCATION

### Required:

- Grade 12



**Preferred:**

- Completed courses in finance, payroll or business from a recognized post-secondary institution

**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 achieve 70% on a written test in order to move forward to the interview stage.

- The test will account for 60% of the overall score
- The interview will account for 40% of the overall score

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

*We thank all applicants, however, only those short-listed will be contacted.*

Applicants should submit a resume and cover letter via email to [vpd.civilian.jobs@vpd.ca](mailto:vpd.civilian.jobs@vpd.ca) by 4:30 p.m. of the closing date. **The competition number must be indicated in the subject line of the email.**