



PAYROLL CLERK

COMPETITION: #23148-50021355

SECTION: Payroll Unit, Human Resources Section
STATUS: Temporary full-time
DURATION: Approximately 18 months or upon return of incumbent, and 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
LOCATION: 3585 Graveley Street, Vancouver
COMPETITION END DATE: Thursday, November 23, 2023

Responsible for preparing, processing, and the maintenance of 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, and 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:



CRISIS INTERVENTION CASE WORKER

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.

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

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

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