



TIME ENTRY CLERK

COMPETITION: #2660-50021354

SECTION: Payroll Unit, Human Resources Section
STATUS: Temporary full-time
DURATION: Approximately three months, and may be extended or reduced for operational reasons or circumstances that could not be foreseen at the time of posing
HOURS OF WORK: Four-day compressed workweek
Monday - Friday, 8:00 a.m. to 4:00 p.m.
SALARY: Pay Grade 15 - \$29.20 to \$34.30 per hour
COMPETITION END DATE: Thursday, April 2, 2026

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, and numeric and organizational skills
- Ability to complete work accurately within 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 understand and apply regulations, agreements, and procedures concerning payroll and benefit matters
- Working knowledge of City personnel regulations and union agreements applicable to wage and salary administration
- 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
- Or an equivalent combination of training and experience

Preferred:

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

OTHER REQUIREMENTS

- Valid BC driver's Licence (preferred)
- Canadian citizenship or Permanent Resident status
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years.

We thank all applicants for their interest, however, only those short-listed will be contacted.

This position falls under the jurisdiction of Teamsters Local 31.

Applicants should submit a cover letter and resume 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.**