



# PAYROLL CLERK II

---

**COMPETITION: #2664-50072004**

**SECTION:** Payroll Unit, Human Resources Section  
**STATUS:** Temporary full-time  
**DURATION:** Approximately 12 months (*may be extended or reduced for operational reasons or circumstances that could not be foreseen at time of posting*)  
**HOURS OF WORK:** Monday to Friday, 8:00 a.m. to 4:00 p.m.  
**SALARY:** Pay Grade 18 - \$32.92 to \$38.75 per hour  
**COMPETITION END DATE:** Thursday, April 23, 2026

Performs complex payroll processing work within a computerized payroll system for the Vancouver Police Department. Responsibilities include receiving, reviewing, reconciling, and processing payroll and benefits, maintaining records, validating and balancing payroll data, and responding to payroll-related inquiries.

## ESSENTIAL DUTIES

- Receives, reviews, and processes employee information for transactions such as hires, rehires, transfers, status changes, terminations, retirements, and reclassifications
- Reviews and processes payroll and staff action forms via Employee Central; inputs data and verifies output for accuracy and completeness
- Maintains payroll and benefit enrollment and ensures compliance with applicable policies, collective agreements, and legislation
- Validates, changes, monitors, and adjusts employee entitlements including vacation, overtime, sick leave, statutory holidays, and other benefits to meet contract obligations and collective agreements
- Performs manual calculations related to pay and deductions including terminations, acting pay, reclassifications, retroactive payments, and overpayments
- Validates, balances, and reconciles payroll data; identifies and corrects discrepancies
- Generates reports and prepares payroll-related information for internal use and external agencies
- Responds and resolves inquiries and issues from employees, supervisors, and external organizations regarding payroll and benefits; investigates and resolves discrepancies
- Provides information and assistance to employees on payroll matters, including benefits and entitlements
- Assists with payroll system testing, validation of data, and documentation of procedures
- Assists with year-end processes including balancing payroll data
- Performs related duties as required

## KNOWLEDGE, SKILLS, AND ABILITIES

### Required:

- Considerable knowledge of regulations, collective agreements and legislation applicable to payroll and benefits administration
- Considerable knowledge of payroll practices, procedures, terminology and record-keeping systems
- Working knowledge of computer systems and software applications used in payroll processing
- Working knowledge of office methods, procedures and standard office equipment
- Working knowledge of basic accounting principles, including double-entry bookkeeping
- Ability to understand and apply payroll-related laws, regulations, agreements and procedures
- Ability to analyze information, identify discrepancies, and resolve problems
- Ability to communicate effectively and provide information to employees and external contacts
- Ability to maintain effective working relationships with staff, supervisors, and external agencies



- Ability to exercise tact, discretion, and confidentiality when handling sensitive information
- Ability to maintain sustained attention to detail and perform accurate, repetitive calculations
- Ability to meet strict deadlines and adhere to established payroll schedules

**Preferred:**

- Familiarity with computerized payroll systems (e.g., SAP, WMS, SuccessFactors Employee Central or similar systems)
- Proficiency in Microsoft Office applications (Word, Excel, Outlook)
- Knowledge of Vancouver Police Department policies and applicable union agreements

**EXPERIENCE**

**Required:**

- Considerable related payroll or clerical experience involving data processing, record maintenance, and customer service
- Or an equivalent combination of training and experience

**Preferred:**

- Recent experience in a computerized payroll environment
- Experience working with unionized environments and interpreting collective 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
- Member of the National Payroll Institute (NPI)
- Completion of the Payroll Compliance Practitioner Certification (PCP) through the National Payroll Institute (NPI)

**OTHER REQUIREMENTS**

- Valid B.C. 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.

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 resume via email to [vpd.civilian.jobs@vpd.ca](mailto: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.**