



MOUNTAINS OF OPPORTUNITY

CRANBROOK

JOB POSTING

POSITION

Payroll Clerk

POSTING

25-27

POSTING TYPE

External

POSITION TYPE

Full-time

HOURS OF WORK

35-hour work week, as per schedule

DEPARTMENT Finance

HOURLY RATE \$37.9786 - \$39.7951 per hour, Pay Grade 6 – Schedule “A” Inside Employees

POSITION SUMMARY

Reporting to the Deputy Director of Finance, the Payroll Clerk undertakes and is responsible for City wide payroll, as well as compensation, benefit and administrative duties necessary to the day-to-day operation of the Finance Department.

The Payroll Clerk works closely with City staff and is expected to act on their own initiative in dealing with the relatively complex nature of the day-to-day business of the Finance Department. The position is charged with forging cooperative relationships and working partnerships with concerned parties, including, but not limited to Management, Employees and external parties, as required.

ESSENTIAL QUALIFICATIONS

EDUCATION

- Grade 12 Diploma or G.E.D
- Completion of CPA Payroll Compliance Practitioner Certificate
- Preference will be given to someone with experience using UKG PRO and WFM

EXPERIENCE

- Minimum two (2) years' related payroll experience
- Municipal/Government unionized payroll experience will be considered an asset

SPECIFIC SKILLS

- Accurate and efficient written/keyboarding skills
- Good working knowledge and understanding of payroll legislation and regulations.
- Knowledge of legal and legislative requirements, policies, procedures and protocols related to payroll and benefits.
- Demonstrated ability to prepare and maintain accurate and complete documents, forms, and records.
- Ability to use computers and applications in a proficient manner, including accounting software, Microsoft Outlook, Word and Excel.
- Excellent verbal and written communication skills
- Good organizational and time management skills
- Demonstrated ability to exercise considerable tact, courtesy and diplomacy when dealing with members of the public, other agencies and staff

SPECIAL REQUIREMENTS

- High degree of initiative and sound judgement.
- Demonstrated ability to work with minimal supervision
- Ability to maintain confidentiality
- Criminal Record Check

CLOSING DATE **5/30/2025, 4:00pm (MT)**

Interested applicants are requested to submit a covering letter and resume to:

Human Resources

City of Cranbrook

40 – 10th Avenue South, Cranbrook, BC V1C 2M8

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.

The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15