

Position Description

Position Title: Payroll and Accounting Technician
Department: Finance
Last Updated: July 2025
Classification: PT1

where it all happens.

Summary

With a primary focus on payroll functions, the Payroll and Accounting Technician prepares, calculates, and processes payroll, employee leave management, benefits administration, and municipal accounts payable.

Key Duties & Accountabilities

- Completes payroll functions and processes including compilation, preparation, submission, and maintenance of payroll records, accounts and reports
- Receives and responds to enquiries and requests for information, and direction from external and internal clients regarding payroll, benefits and leave management
- Coordinates the employee benefits program administration
- Creates records of employment as required
- Prepares WorkSafeBC, Receiver General, and Municipal Pension Plan reporting
- Prepares T4 Summaries and related annual filing
- Prepares invoices related to payroll and staffing contracts with outside municipalities and ensures payment is received and processed accordingly
- Calculates and remits monies collected on behalf of other governments and agencies
- Establishes and maintains complete payroll master files in a strictly confidential manner
- Maintains current knowledge of payroll related legislative requirements and contract terms for multiple employee groups, ensuring proper and consistent application
- Liaises with members of the Human Resources Department on payroll and benefits matters, collective agreements and other information as required
- Processes accounts payable invoices by verifying accuracy, obtaining approvals, and matching invoices to purchase orders, issues weekly cheques and electronic fund transfer deposits to vendors, and maintains and updates vendor information in the accounting system
- Ensures related financial system general ledger accounts are current and accurate
- Balances and prepares year end working papers for the annual audit
- Drafts letters and other department correspondence as required
- May be requested to provide backup in other accounting functions
- May be requested to work outside office hours, including in support of local emergencies
- Performs other related duties as required

Qualifications

- Post-secondary Diploma in Business Administration, Local Government Administration, or related field and three (3) years' related experience preferably in a local government environment (or an equivalent combination)
- Certification as a Payroll Compliance Practitioner or equivalent experience

- Working knowledge of the operations and functions of a Municipal Finance Department and other City Departments is an asset
- Experience working with financial database software (Microsoft Dynamics/Diamond and Papersave is an asset)
- Intermediate skills utilizing accounting software applications with a high level of proficiency, creating and manipulating spreadsheets and data
- Excellent interpersonal and communication skills with the ability to deal with customers in a professional manner
- Excellent time management skills and the ability to prioritize and manage multiple tasks
- Ability to work cooperatively with other departments without compromising internal controls
- Ability to complete work with a high level of accuracy
- Ability to adapt and respond to administrative and technological change
- Ability to interpret and comply with procedures and policies
- Ability to maintain confidentiality
- High degree of initiative, independent judgment and action
- High degree of adaptability and willingness to be flexible in a changing work environment
- Strong communication, problem solving and organizational skills
- A commitment to excellent customer service, continuous improvement and life-long learning
- A team player with a strong work ethic
- A sense of humour, with the ability to take your work seriously but not yourself