

Position Description

Position Title: Senior Payroll Administrator
Department: Finance
Last Updated: October 2025
Classification: PT2

where it all happens.

Summary

The Senior Payroll Administrator is responsible for the accurate and timely completion of City's payroll, including financial postings and the preparation of complex regulatory and statutory reports for governing bodies. This position plays a key role in shaping and refining payroll policies, procedures, standards, and business processes to maximize the effectiveness of the City's payroll system and provides mentorship and guidance to payroll staff to ensure consistency and compliance.

Key Duties & Accountabilities

- Optimizes efficient workflows that delivers accurate and timely biweekly payroll processing, in compliance with tax regulation, collective agreements, employment standards, corporate policies and other applicable legislation
- Provides expert guidance and analysis of payroll operations, including auditing daily activities, analyzing and reconciling transactions, resolving discrepancies, and mentoring team members on complex payroll and benefit issues to ensure accuracy, compliance, and best practices
- Reviews and approves adjustments and corrections, ensuring all changes are documented appropriately
- Supports the payroll administration of WorkSafeBC processes, including claims handling, documentation, and compliance with regulations
- Oversees benefits administration, including the review and approval of third-party remittances, payroll-related account reconciliations, filing and submission of regulatory and statutory payroll reports to governing bodies and agencies
- Assists in the preparation of working documents related to payroll accounts for year-end audit and the production of payroll year-end activities, such as T4's and other statutory reporting and reconciliation, including Municipal Pension Plan, WorkSafeBC, and other government required statistical information
- Provides accurate, clear, and consistent advice, and guidance, to department staff and managers on appropriate application of payroll-related transactions
- Assists in developing, documenting, enhancing, and implementing improvements to payroll policies and processes
- Participates in the resolution of complex payroll process issues, changes or application of statutory requirements and policy interpretation
- Assists with the development, implementation, and testing of payroll system changes or new systems, functionality, and regular updates
- Performs and coordinates user testing, acceptance, and implementations
- 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 Accounting, Payroll Administration or related field and five (5) years' of progressive payroll and benefits administration experience, preferably in Local Government (or an equivalent combination)
- Certification as a Payroll Compliance Practitioner or equivalent
- Experience working in a unionized environment interpreting and applying regulations, rules and collective agreements is an asset
- Proficient in Microsoft Office Suite, particularly word and Excel, with experience working with financial database software (Microsoft Dynamics/Diamond and Papersave is an asset)
- Thorough understanding of federal and provincial payroll regulations, including the Income Tax Act, Employment Insurance Act, Canada Pension Plan, Municipal and College Pension Acts, and WorkSafe BC
- Ability to understand, interpret and apply regulations, rules and collective agreements as applicable to Municipal payroll operations
- Excellent interpersonal and communication skills with the ability to establish and maintain professional working relationships with a variety of internal and external contacts
- Demonstrated initiative and independent judgment in leading projects, implementing systems, and identifying operational efficiencies
- Excellent time management skills and the ability to prioritize and manage multiple tasks
- Ability to exercise tact and diplomacy in explaining payroll calculations and related collective agreement provisions and legislative requirements
- Ability to maintain a high level of accuracy, perform mathematical calculations with speed and document audit evidence
- Ability to maintain strict confidentiality
- High degree of adaptability and willingness to be flexible in a changing work environment
- Strong
- 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