



Coast Mountains Board of Education School District 82

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Posting No: SS2324 - 132

April 10, 2024

Payroll Technician School Board Office

Coast Mountains School District 82 gives thanks, and acknowledges with respect, that the lands on which we live, work, learn and play are the traditional territories of the Gitksan, Haisla, Nisga'a and Tsimshian Peoples.

Closing Date:	April 23, 2024 at 4:00 p.m.	Hours:	35 hours per week
Wage:	\$31.18 per hour (\$32.12 July 1, 2024)	Term:	Continuing 12-Month
Allowances:	Not applicable	Start Date:	

Summary:

Reporting to the Director of Human Resources, the Payroll Technician processes payrolls including entering employee time and absence information, managing payroll batches and processing programs, updating history, balancing, backing up system, transferring funds and performing year end duties. Administers employee benefits.

Typical Qualifications and Skills:

- Grade 12.
- Office Administration certificate (equivalent of one year post secondary education)
- Completion of Payroll Compliance Practitioner of the Canadian Payroll Association training (equivalent to one year of post-secondary education)
- Two years experience in payroll and benefits administration

Applicants without the necessary qualifications, but willing to pursue PCP certification may be considered.

Job Descriptions may be viewed on our website at: cmsd.bc.ca/support-staff-postings/support-staff-job-descriptions

THE BOARD SHALL CONSIDER APPLICANTS IN THE FOLLOWING ORDER:

1. Internal applicants with CUPE Local 2052 regular seniority
2. Casual and Temporary Internal applicants with CUPE Local 2052 secondary seniority
3. Casual Employees without seniority and outside applicants

Applications must be made in writing to:

Human Resources

Email: hr@cmsd.bc.ca

All applicants must comply with the Criminal Records Review Act

Learning Together, Realizing Success for All – Engage, Ignite, Empower