
Permanent External Posting 2025-2026

Payroll Clerk 1 (11.04)

qathet School District is seeking a Payroll Clerk to join the finance team at the District Administrative Office.

The District serves the educational needs of approximately 3000 students through elementary and secondary (Gr. 8-12) schools and other educational programs and employs approximately 400 staff. Located on the Sunshine Coast, combining the natural beauty, amazing outdoor recreation opportunities associated with the Powell River lifestyle, and an exciting and fulfilling work environment, it is ideal for those pursuing a healthy balance both professionally and personally.

Under the supervision of the Secretary-Treasurer, the Payroll Clerk 1 prepares and maintains various financial records related to payroll. This is complex accounting work involving the application of established payroll and accounting principles. Additionally, the incumbent will perform the duties of the Dispatch Clerk as needed. This role demands effective and professional interaction with personnel from the School District as well as external agencies.

In addition to core payroll responsibilities, the incumbent is also required to assume the duties of the Dispatch Clerk as needed.

Qualifications and Experience

- High School graduation
- Completion of Level I of the CGA or CMA program, completion of one year in a college/university business program or completion of the Canadian Payroll Association program.
- Two years' office experience which includes knowledge of the principles and practices of accounting and payroll systems.
- Demonstrated skill and ability in computerized payroll/accounting systems.
- Familiarity with Microsoft suite of products (WORD, EXCEL, etc.)
- Good communication/organizational skills.
- Ability to:
 - interact positively with others.
 - maintain sustained attention to detail.
 - make arithmetical calculations with speed and accuracy.

Salary and Application Details

This is a unionized CUPE Local 476 position. It offers an hourly wage rate of \$33.88 per hour. The schedule is Monday to Friday from 8:30am – 4:30pm (7.0 hours per day) at the District



Administrative Office. This is a permanent position with an anticipated start date of September 22, 2025.

Interested applicants are asked to apply via email to hr@sd47.bc.ca or via Make a Future. Please provide a resume, contact information for three supervisory references, and copies of relevant certifications.

Deadline for applications is **Thursday, September 4, 2025, at 3pm.**

For further information regarding this position, please contact the Secretary-Treasurer, Steve Hopkins, at 604-414-2604.

We appreciate all interest in this position however, only those selected for an interview will be contacted by the District.

