



# SQUAMISH

HARDWIRED *for* ADVENTURE

*The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.*

## External Job Posting

<b>Position:</b>	<b>Senior Payroll Specialist</b>
<b>Status:</b>	Permanent Full-Time
<b>Work Area:</b>	Financial Services
<b>Posting Date:</b>	April 27, 2026
<b>Closing Date:</b>	June 1, 2026

## GENERAL SUMMARY

Reporting to the Director of Financial Operations, the Senior Payroll Specialist is responsible for the leadership and management of payroll. Additionally, it supports general financial analysis, accounting, and reporting.

## KEY RESPONSIBILITIES

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values in their work: Respect, Integrity, Connection, and Progress.
- Responsible for the effective management, oversight, and administration of payroll.
- Manages and leads reporting staff, including hiring, scheduling, assigning and reviewing work, training, coaching and developing, and performance management up to and including terminations.
- Provides strategic and operational direction, advice, and information on payroll.
- Oversees and ensures compliance with federal and provincial payroll legislation.
- Oversees financial compliance with multiple collective agreements and employment contracts.
- Provides payroll expertise and advice on policies and procedures to senior management, managers, and employees throughout the organization.
- Supports human resources with labour relations matters, bargaining processes, and grievance resolution with payroll data and benefits advice and reconciliation.
- Maintains internal controls, manages risk, and ensures privacy and confidentiality of payroll data.
- Oversees and manages the full-cycle payroll process for exempt and unionized staff.
- Oversees and completes severance payments.
- Prepares reports to Council and delivers Council presentations.
- Performs complex financial analysis including forecasting.
- Responds to internal and external reporting requests.
- Responds to complex payroll inquiries and escalated issues from employees, timekeepers, managers, and senior leadership.
- Identifies and implements continuous process improvements.
- Participates in the implementation and improvement of financial and related software.
- Coordinates and participates in special projects on behalf of the Financial Services department.
- Prepares, reviews, and approves journal entries, sub-ledger adjustments, and reconciliations.
- Prepares and reviews statutory financial and other financial reporting.
- Develops and maintains payroll policies, procedures, and internal controls.
- Completes year end payroll procedures.
- Participates in the year-end audit process and other compliance audits.
- Provides coverage for the Director of Financial Operations.
- Performs related duties as required.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of Canadian Federal Income Tax and Provincial regulations.
- Thorough knowledge of Canadian payroll legislation and British Columbia specific regulations.
- Knowledge of computerized database and payroll systems.
- Knowledge of payroll policies and procedures.
- Knowledge of group benefits, fringe benefits, and union contracts.
- Strong leadership skills in supervision, performance management, and communication.
- Excellent interpersonal, communication, and presentation skills and the ability to deal with people in a professional manner.
- Advanced computer skills, ERP experience, payroll system experience, and thorough knowledge of Excel.



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- Ability to give sound advice and write effective reports and recommendations for the guidance of senior leadership and Council.
- Ability to work cooperatively with other departments without compromising internal controls.
- Ability to maintain a high level of accuracy and document audit evidence.
- Ability to work under pressure, manage multiple priorities, meet deadlines, and respond to requests in a timely manner.
- Ability to exercise sound judgement, ensure accuracy, and maintain confidentiality, while managing sensitive and high-impact processes.

## REQUIRED TRAINING, EDUCATION, AND EXPERIENCE

- Payroll Leadership Professional (PLP) Designation
- Bondable
- Your continued employment with the District of Squamish is contingent on you obtaining and maintaining a Police Information Check that is satisfactory to the employer

## AND

- Undergraduate Degree in Commerce or related field
- Minimum of five years of progressive experience working in accounting and payroll in a multi-union payroll environment
- Minimum five years of supervisory experience
- Work experience in a municipal environment considered an asset

## OR

- An equivalent combination of education, training, and experience may be considered

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

**Hours of Work:** 70 hours bi-weekly, Monday to Friday. Current shifts (subject to change) range between the hours of 8:00am to 5:00pm, fortnight schedule.

**Salary:** Salary range: \$108,963.24 - \$119,739.83 as well as a comprehensive benefits package

This is an exempt position and is excluded from Union membership.

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to [jobs@squamish.ca](mailto:jobs@squamish.ca) (**Quoting Competition #**) **To: #26-43** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

*As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [jobs@squamish.ca](mailto:jobs@squamish.ca) and include Accessibility in the subject line. We thank all applicants for applying.*