



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20250328_PAYC
POSITION TITLE:	PAYROLL COORDINATOR
DEPARTMENT:	FINANCE
POSITION TYPE:	REGULAR FULL-TIME UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade 15 - \$46.46/hr (2024 rate)
HOURS OF WORK:	Monday – Friday between 8am – 5pm, 35 hours per week
BENEFITS:	A comprehensive benefits package per the Terms of the Collective Agreement

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great community and organization to be a part of.

The City of Colwood has an exciting opportunity for a **Full-Time Regular PAYROLL COORDINATOR** in our Finance department. This is a UNION position with CUPE, Local 374. Our ideal candidate has their PCP designation through the National Payroll Institute and at least 3 years applied experience with full cycle payroll administration in a multi-union and non-union environment.

NATURE AND SCOPE OF WORK

Reporting to the Manager of Finance, with considerable liaising with members of the Human Resources department, you will perform payroll-related accounting work of intermediate to senior complexity and will be responsible for the payroll administration, benefit reconciliation, creating journal entries, and preparing a variety of financial reports related to payroll.

You will work independently with minimal supervision, be solution and detail oriented, demonstrate good judgement and exercise complete discretion and confidentiality.

This position requires a high level of organization, accuracy, attention to detail, and the ability to prioritize work to meet multiple deadlines. You may be required to provide support to other finance staff during peak periods and as backup when required.

As a member of the City of Colwood team and workplace community, you will be responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

A complete job description is available at [Employment & Volunteering | City of Colwood](#)





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MINIMUM TRAINING AND EXPERIENCE REQUIRED*

- Grade 12 High School graduation.
- Completion of a two-year diploma in Business, Human Resources, Accounting, or equivalent.
- Minimum three (3) years of related full-cycle payroll experience in a multi-union and non-union environment(s), including reconciling employee benefits programs.
- Demonstrated experience and proficiency using complex payroll software.
- One-year practical general accounting experience.

**An equivalent combination of training and experience may be considered.*

PREFERRED TRAINING AND EXPERIENCE

- Experience with budgeting concepts and software is a strong asset.
- Preference will be given to candidates with relevant recent municipal government or related government experience.
- Experience with current municipal financial and/or payroll software is an asset.

REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS

- Certified Payroll Compliance Professional (PCP) with the National Payroll Institute.
- Active member of the National Payroll Institute.

Using the subject line **POSTING ID# COC20250328_PAYC**, please submit your resume & cover letter describing how you meet the position requirements, in confidence, to the Director of Finance & CFO at careers@colwood.ca.

This posting closes at 4:30pm on Wednesday, April 9, 2025.

The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.

We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.

