



PAYROLL & BENEFITS ADMINISTRATOR

(TEMPORARY)

School District No. 42 (SD42) meets the learning needs of approximately 16,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education.

SD42 is looking for qualified applicants interested in working as a Payroll and Benefits Administrator at the District Education Office. Reporting to the Manager, Payroll and Benefits, the Payroll and Benefits Administrator collects salary and wage data, processes bi-weekly and semi-monthly payroll, verifies data input and maintains a variety of payroll and benefit records.

The applicant will possess:

- Successful completion of Grade 12 and completion of the Payroll Compliance Practitioner Certification.
- Two (2) years' experience in administering payroll and benefits in a unionized payroll environment.
- Working knowledge of government statutes, regulations and collective agreements pertaining to payroll and benefits application.
- Ability to operate office equipment, computers and a variety of software programs with keyboarding skills at a minimum of 50 net wpm.
- Demonstrated ability to make mathematical calculations with speed and accuracy.
- Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
- Demonstrated ability to work at the level of independence and with the degree of initiative and discretion appropriate to the position, and ability to work efficiently and prioritize work to meet deadlines.
- Additional details as outlined in the full job description, [please click here](#).

This is a temporary full-time position, effective as soon as possible until June 30, 2025, with the possibility of extension. This position works 35 hours per week, following a 12-month schedule. The rate of pay is \$34.73/Hour plus an excellent benefits package.

To apply, please forward your cover letter quoting posting #C2425-339, resume, [school district application form](#) and supporting documentation to applicants@sd42.ca. This posting will remain open until filled.

For more information about our School District please visit: <http://www.sd42.ca/our-district>

Our staff members are the foundation of our system. When you join our school district, you become part of a talented community of educators and support staff dedicated to enriching the lives of all students and helping them achieve success.

