TOWN OF LAKE COWICHAN

PAYROLL AND ACCOUNTS PAYABLE CLERK

(CASUAL ON-CALL POOL – 1)

The Town is seeking a detail-oriented and reliable individual to join our Casual Pool of Payroll and Accounts Payable Clerk. This on-call position provides short-term and relief coverage during staff absences, peak workload periods, and special assignments. Hours are scheduled as needed and may vary with short notice. Please see attached job description for position details – **training will be provided**.

Key Responsibilities

- Assist with the processing of regular and off-cycle payroll in accordance with applicable legislation, collective agreements, and municipal policies.
- Support accounts payable functions including invoice verification, coding, data entry, and payment processing.
- Prepare and process cheques, electronic payments, and direct deposits.
- Assist with payroll and accounts payable reconciliations and reporting.
- Maintain accurate financial and payroll records
- Respond to routine payroll and vendor inquiries in a professional and confidential manner
- Adhere to internal controls, audit requirements, and FOIPPA obligations.

Required Qualifications

- Highschool diploma or equivalent is required.
- Minimum two (2) years of experience in payroll and/or accounts payable processing, preferably in a municipal or public sector environment.
- Payroll certification (e.g., PCP) **is required** (or willingness to be trained up to certification).
- Ability to handle confidential information with professionalism and discretion.
- Availability on short notice is an asset.

Wage: $34.1447 – increases as per collective bargaining agreement, **plus 11%** in lieu of benefits.

How to Apply: The position will remain **open until filled**. Please submit your resume and cover letter, quoting **Casual Payroll and Accounts Payable** to John Thomas, Chief Administrative Officer. Email: HR@lakecowichan.ca.