

# PAYROLL CLERK (Part Time, Term)

## STZ'UMINUS EDUCATION SOCIETY

Ladysmith, BC

snuwuyulh  
(sacred teachings)

natsamaat  
(together as one)

tsi'tsu watul  
(helping each other)

nu stli'ch  
(love)



### THE OPPORTUNITY

- Prepare biweekly payroll for both hourly and salary pay groups totalling 120 employees
- Process HR system and payroll processing data entry
- Monitor and ensure accuracy of records and pay elements including extended health & pension plans
- Produce complete, accurate reports for routine record keeping and as-needed
- Coordinate with multiple departments and supervisors to obtain complete, clear, correct time records
- Respond to supervisor & manager inquiries related to payroll
- Support employees with HCM system access and processes such as pay statement access and year-end forms
- Provide general clerical and administrative support

### WHAT YOU BRING

- You are organized and detail-focussed
- You maintain accuracy under pressure and deadlines
- You have experience coordinating payroll and benefits processes and thorough related records
- You possess a proven ability to learn new technology quickly and to then support others to navigate systems
- Experience in integrated data systems, preferably with HRIS/HCM experience (ideally Dayforce HCM, which we use)
- You are proficient Excel user able to prepare meaningful reports using tables and formulas at an intermediate level
- You are dedicated to incorporating our indigenous Coast Salish culture, hul'q'umi'num language & Stz'uminus ways of knowing in your professional practices & personal learning journey
- You are a collaborative team player who respects and values what each member of a Community contributes
- You are eligible for clearance of a Criminal Record Check for working with children and vulnerable persons

We are seeking an adaptable, detail oriented Payroll Clerk to support our business operations near Ladysmith on beautiful central Vancouver Island.

The Payroll Clerk will support our team leaders with the guidance of the HR & Wellness Manager to ensure efficient, accurate processing of biweekly payroll for our 120 employees using the Dayforce HCM system.

*This is a part-time opportunity with possibility for an expanded or full time role. The initial term will be to July 12, 2024*



**STZ'UMINUS  
EDUCATION**

We proudly offer learning opportunities for all ages, from infancy through to elder years, through our dynamic and integrated programs:

Nutsuamat Lelum Child Care Centre  
Infant-School Age

–

Stz'uminus Primary School  
Jr. Kindergarten-Grade 4

–

Stz'uminus Community School  
Grades 5-12

–

Hul'q'umi'num Language Classes  
Preschool-Elder Years

–

Post-Secondary & Continuing  
Education - All Ages

–

Career Planning & Job Readiness

Get to know SES & explore all we offer via  
[www.stzuminus.education/careers](http://www.stzuminus.education/careers)

Internal & external applications are welcomed. Please send your application to [careers@stzuminus.com](mailto:careers@stzuminus.com) by February 21, 2024.