



**SCHOOL DISTRICT 78**

**FRASER-CASCADE**

*EVERYONE PULLING TOGETHER*

**INTERNAL/EXTERNAL POSTING No. 24-064E**

**UNION VACANCY NOTICE**

April 2, 2024  
Date of Distribution

Applications are invited for the following position as detailed below:

**EFFECTIVE DATE:** **Immediately**

**DESCRIPTION:** **Payroll Clerk**  
**Seven (7) hours per day**  
**Five (5) days per week**

**LOCATION:** **District Education Office**

**HOURLY RATE:** **\$ 30.12**

**DEADLINE DATE:** **April 8, 2024 at 2:00 p.m.**

**MUST HAVE:** **Payroll Compliance Practitioner Certified**  
**Canada Payroll Association Certification Level 1**  
**Accounting/Bookkeeping Courses**  
**Proficiency working with MS Word and Excel**  
**Keyboarding Skills of 60 wpm**  
**Related experience required**

Please direct all applications to: Human Resources

School District No. 78 (Fraser-Cascade)  
650 Kawkawa Lake Road  
Hope, B.C. VOX 1L4  
Fax (604-869-7400)  
Phone (604-869-2411)  
Email [hr@sd78.bc.ca](mailto:hr@sd78.bc.ca)

**INTERNAL APPLICANTS ARE GIVEN FIRST CONSIDERATION**

All applicants not currently employed by this School District must sign a release to permit a criminal record review prior to confirmation of hiring