



INTERNAL/EXTERNAL POSTING No. 24-064E4

UNION VACANCY NOTICE

May 9, 2024
Date of Distribution

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: **Immediately**

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

LOCATION: **District Education Office**

HOURLY RATE: **\$ 31.02**

DEADLINE DATE: **July 2, 2024**

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 50 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

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