



# Roman Catholic Diocese of Victoria

1 – 4044 Nelthorpe Street

Victoria BC V8X 2A1

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[www.rcdvictoria.org](http://www.rcdvictoria.org)

## Job Posting: *Payroll Administrator, Catholic Independent Schools*

The Catholic Independent Schools of the Diocese of Victoria is seeking a full-time experienced Payroll Administrator. As part of the Finance and Administration team, you will process payroll for approximately 300 employees across Vancouver Island in a confidential, accurate and timely manner. The salary range is \$62,000 - \$67,000 FTE per annum.

### Duties & Responsibilities

- Process semi-monthly payroll cycles
- Issue Record of Employments, T4 and T4A
- Remit deductions to necessary agencies
- Administration of benefits, pension, LTD plans and WorkSafeBC
- Prepare employment contracts and maintain personnel records
- Maintain salary data based on grid and FTE
- Respond to inquiries regarding all payroll and benefits in a confidential and timely manner
- GL account reporting and reconciliation
- Process employee timecard entries
- Other general duties as requested by supervisor

### Position Requirements

- Minimum 5 years' experience in payroll and benefits administration
- Payroll Compliance Practitioner Certification (National Payroll Institute) or equivalent
- Experience in the education/school sector (unionized)
- Excellent interpersonal skills and the ability to communicate effectively
- Strong computer skills including Excel, Word and experience in a computerized payroll system
- Ability to deal with sensitive and personal information in a confidential manner
- Strong mathematical skills and aptitude
- Basic accounting experience (account reconciliation)
- Knowledge of the organization and workings of the Catholic Church
- Compliance with the Responsible Ministry & Safe Environment policy of the Diocese of Victoria

Interested applicants are invited to submit a résumé and cover letter by

February 19<sup>th</sup> 2025 to:

**Roman Catholic Diocese of Victoria**

Attention: Jackie Marchand, CFO

4044 Nelthorpe Street

Victoria, BC V8X 2A1

Email: [jobs@rcdvictoria.org](mailto:jobs@rcdvictoria.org)

<https://www.rcdvictoria.org/employment>

*Please note that only those short-listed for an interview will be contacted.*