# PAYROLL OFFICER POSITION – FULL TIME
## Internal/External Posting

**DATE: October 13, 2026**

**Written applications for the above position will be received by the undersigned until the position has been filled.**

**NATURE OF POSITION:**

- Under the direct supervision of the General Manager of Corporate Services, the Payroll Officer will perform duties related to all aspects of payroll processing.
- Administering benefits programs
- Cross training with Accounts Payable position
- Reception/telephone duties as required

**DESIRABLE QUALIFICATIONS:**

- Payroll Compliance Practitioner certification preferred
- Minimum of two (2) years of experience related to payroll processing
- Minimum of two (2) years of experience related to administering benefits programs and other clerical responsibilities related to payroll processing.

**DAYS OF WORK:**

As per current Town of Nipawin/CUPE Local No. 777/01 Agreement Article 14.1
Days of Work – The normal work week is Monday to Friday

**HOURS OF WORK:**

As per current Town of Nipawin/CUPE Local No. 777/01 Agreement Article 14.2.1
Hours of Work shall be thirty-seven and a half (37.5) per week, 8:00am to 4:00pm with a half hour lunch break staggered mid-shift.

**Police Records Check:**

The successful candidate will be required to complete a Police Record Check prior to commencement of employment.

**RATE OF PAY:**

As per current Town of Nipawin/CUPE Local No. 777/01 Agreement Schedule B.
Wage Rates (Accounting Clerk Classification).
$26.14 to $32.99

**STARTING DATE:** As soon as possible, or a date mutually agreed upon.

Visit www.nipawin.com for complete job description.

Drop resumes off at the Town of Nipawin office at 210 2nd Avenue East
Or email to:

D.G.(David) Gillan
Chief Administrative Officer
NIPAWIN
EXCEPTIONAL BY NATURE
Phone: (306)862-9866, ext. 7363
PO Box 2134
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