

Payroll Specialist

Classification: Financial Officer 21, Schedule A

Salary: \$71,853.58 to \$81,702.30

Job Type: Regular Full-Time

Location: Hybrid, Victoria, B.C.

An eligibility list may be established for future vacancies.

Do you want to be part of a challenging and rewarding work community?

The Office of the Auditor General of B.C. (OAG) is an independent office of the legislature that contributes to excellence in effective and accountable government. We offer opportunities for career growth, an excellent compensation package, and flexible working arrangements.

Our office promotes trust, cooperation, and teamwork in a diverse, inclusive, and respectful environment. We are committed to creating and reinforcing diversity, equity, inclusion, and psychological safety – creating a safe environment where everyone feels they belong and are encouraged to bring their whole selves to work. We support each other, celebrate our successes, and encourage a healthy work-life balance for everyone. Our staff events are socially, physically, and emotionally nourishing – with lots of great food and fun!

Interested in growing your career? We offer support for your professional development and education and reimbursement of your professional dues. Other benefits include:

- Extended health benefits,
- Policies and benefits to support your personal and family needs,
- Public service pension plan,
- Life insurance, and
- Confidential employee and family assistance program.

Our downtown Victoria location supports collaboration and includes a gym, indoor bike storage, and decks with views of the beautiful Inner Harbour.

About the Role

Reporting to the Chief Financial Officer, the Payroll Specialist functions as the payroll expert for the OAG. The Payroll Specialist has sole responsibility for developing and revising all internal payroll policy and procedures, and for planning, developing, managing, processing, and evaluating payroll, leave, and benefits.

Accountabilities

- Responsible for all payroll and benefits transactions, ensuring that each employee is remunerated in accordance with statutory, OAG, and benefits administration requirements; ensures transactions are processed in a timely and accurate manner; keeps accurate records; and reconciles payroll accounts.
- Acts as the sole subject matter expert on all payroll, leave management, and entitlements for all OAG staff.

- Provides specialist advice to the data analytics team and senior leadership to support the management compensation framework.
- Ensures transactions conform to Terms and Conditions for Excluded Employees and the BCGEU Collective Agreement.
- Performs payroll audits to ensure accuracy of all final payments.
- Develops and recommends payroll and benefits policies and procedures, processing and reporting for the OAG.
- Prepares and provides legal counsel with detailed and accurate financial options for sensitive and complex labour relations matters.
- Responsible for all payroll calculations, such as severance, retroactive payments, retirements, and providing that information to legal counsel and the executive team for decision making.
- Oversees and manages the leave system entries for all staff.
- Manages payroll reports for external parties, including pension reporting and taxable benefits reporting.
- Prepares all payroll-related government forms, maternity/parental leave, ROEs, applications, transfers of employees, and ensures administrative requirements are completed to meet legislative requirements.
- Prepares and provides regular, ad hoc and year-end reports and projections to senior leadership.
- Provides specialist advice and policy interpretation to executive, Human Resources, and staff.
- Provides training on payroll, leave, and benefits to Financial Officer positions.
- Develops and provides payroll information and training to staff on new procedures or software changes.
- Liaises with internal staff and external partners to resolve and/or escalate complex issues, and ensures successful implementation, delivery, and administration of payroll, leave and benefits services, systems, and operations.
- Works in tandem and collaboratively with Human Resources to ensure accuracy of payroll records, benefits, and leaves.
- Participates in a payroll community of practice representing the office to external parties.

Job Requirements:

Education and Experience

- Diploma or certificate in a related field, and
- a minimum of three (3) years experience in payroll and benefits administration.
- Experience must include:
 - Public service payroll experience including benefits administration, short-term illness and injury plans, and leave entitlements.
 - Experience administering payroll using PeopleSoft.
- An equivalent combination of education and experience may be considered.

Preferences

- Preference may be given to candidates who have the Payroll Compliance Practitioner (PCP) designation.

- Preference may be given to candidates with experience in Human Resources.
- Preference may be given to candidates with payroll experience in the B.C. public service.

Knowledge, Skills, and Abilities

- Strong knowledge of all applicable acts, regulations, policies and procedures pertaining to payroll, benefits, leave, and pension administration.
- Knowledge of Terms and Conditions for Excluded Employees and the BCGEU Collective Agreement.
- Ability to maintain a high degree of accuracy and attention to detail.
- Skilled in the use of Microsoft Excel, Word, and Outlook.
- Strong ability to develop and maintain positive working relationships.
- Demonstrated ability in planning and organizing to meet scheduled deadlines under pressure.
- Problem solver with strong service orientation mind set.
- Excellent communication skills.
- Ability to provide expert payroll and benefits advice and direction.
- Ability to conduct ongoing evaluation of payroll processes, identify deficiencies, and recommend improvements.
- Ability to resolve problems with staff and external agencies.

Conditions

- Must be eligible to work in Canada (Permanent Resident, Canadian Citizenship).
- Successful completion of security screening requirements of the B.C. public service, which may include a criminal record check, and/or *Criminal Records Review Act* check, and/or enhanced screening checks as required.
- Be flexible regarding ongoing changes in responsibilities, assignments, and corporate structures.
- We support a flexible hybrid work environment. However, you must be able to work in the office when required by your supervisor.

Please see the attached job profile for a full description of the accountabilities and required qualifications.

How to Apply

To be considered for this role candidates must submit the following two documents to careers@bcauditor.com in PDF format:

1. Resume. **Your resume must include whether you are eligible to work in Canada, and whether this is temporary.**
2. Qualifications Matrix (Template located on [our Careers page](#))

Failure to provide the required documents listed above in PDF format will result in your application being unsuccessful.

Applications will be accepted until 11:59pm on Thursday, March 19, 2026.

We encourage candidates of all backgrounds and all abilities to apply. We invite candidates to ask for help if they need accommodations for the job application process.

For more information, please contact careers@bcauditor.com.