



QUALICUM SCHOOL DISTRICT

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POSITION VACANCY: PAYROLL & BENEFITS SUPERVISOR

Our District

Centrally located on Vancouver Island on Coast Salish Territory within the territories of the Snaw'naw'as First Nation and Qualicum First Nation, QSD serves 4,400 students and 700 staff across elementary and secondary schools. Our communities offer the best of island living—coastline, forests, and a small-town feel with convenient access to urban amenities.

The Position

Under the general direction of the Assistant Secretary-Treasurer, the Payroll and Benefits Supervisor oversees the accurate and timely administration of payroll and employee benefits programs, ensuring compliance with applicable legislation, collective agreements, and internal policies. This role also supports labour relations discussions, grievance processes, collective bargaining, and financial reporting. The supervisor will lead a team, collaborate with the Human Resources and Finance departments, and serve as a key point of contact for employee inquiries regarding compensation and benefits. The successful candidate will work on-site at the School Board Office in Parksville. The expected start date for this position is as soon as possible after the competition has concluded.

The preferred candidate will possess the following qualifications, experience, and attributes:

- CPA Payroll Compliant Practitioner (PCP) or Certified Payroll Professional (CPP) or similar certification is an asset;
- Diploma or certificate in Human Resources, Payroll Administration, Business, or a related field (equivalent experience may be considered);
- Minimum of three years of experience in payroll and benefits administration, with at least 1–2 years in a supervisory role;
- Strong knowledge of payroll and HRIS platforms (e.g., SDS, Atrieve ERP, EDAS);
- Familiarity with BC School District Collective Agreements (e.g., CUPE, BCTF) and provincial employment legislation;
- Excellent organizational, analytical, and communication skills; and
- Proficiency in Microsoft Office Suite, especially Excel.

The salary range for this exempt position is \$75,563-\$94,454, and the position includes a comprehensive benefits package. The successful candidate's placement on the range will be subject to qualifications and experience.

The process

Please submit your application package **via Make a Future at <https://buff.ly/BodJn9U> by noon on December 19, 2025**. Emailed applications will not be considered. Your application package should include a brief cover letter, a resume that summarizes your related experience, and up to 3 confidential references. Reference letters will be considered, but are not expected. Questions regarding the position and the upcoming process may be directed to Ryan Hung, Assistant Secretary-Treasurer, at rhung@sd69.bc.ca. We appreciate all interest in this position; however, only those selected for further interviews will be contacted by the Qualicum School District.