



**Central Okanagan  
Public Schools**

Together We Learn

## Payroll Manager

It is acknowledged that Central Okanagan Public Schools operates within the unceded, Traditional Territory of the Okanagan syilx peoples. The School District enrolls over 25,200 students (including approximately 3,100 students who self-identify as having First Nations, Metis, and/or Inuit ancestry from Canada). Central Okanagan Public Schools is located in the Central Okanagan encompassing the communities of Peachland, West Kelowna, Kelowna, and Lake Country. There are 50 school sites with 32 Elementary Schools, 8 Middle schools, 5 Secondary Schools, 3 Learning Centres, an Alternate Education School, and an Online Learning School (6-12). Central Okanagan Public Schools has an excellent reputation for providing outstanding, student-centered programs in a diverse and inclusive environment as well as offering a wide range of educational opportunities for students and staff. We believe equity empowers each learner to thrive, holistically.

### **CANDIDATE PROFILE:**

The successful candidate will have an outstanding ability to multi-task, prioritize, and manage workload. They will be able to exercise independent judgment and action while dealing with employees at all levels, government agencies, benefit providers and the public. Additionally, they will demonstrate the ability to lead a team to thrive within an organization with sophisticated interdependent departments. The successful candidate will have a proven track record in the following:

- Implementing and understanding best practices of payroll management.
- Having extensive knowledge and understanding of the integration between payroll, human resource, and finance departments.
- Ability to effectively assess and manage multiple priorities and meet deadlines in a high-paced environment.
- Displaying strong interpersonal skills and highly effective communication skills.
- Demonstrating initiative and project leadership with implementation of new procedures and systems to promote sustainability and create efficiencies.

The annual salary range for this position is \$96,786 to \$120,983

### **The successful candidate must possess:**

- Payroll Leadership Professional designation (previously called Certified Payroll Manager (CPM)) from the National Payroll Institute.
- A minimum of 6 years of direct and recent experience in managing electronic payroll and benefits systems, with preference given to experience in a middle to large school district payroll environments.
- Experience with unionized payroll in a large organization.
- Supervisory experience of payroll staff and ability to build and support an innovative and effective payroll team
- Possess highly developed knowledge and skills to lead teams to integrate learning technologies.

Please apply through Make a Future at: <https://buff.ly/efN7jbd>. Include a letter of application, complete with a comprehensive resume, copies of supporting documentation, and references **no later than 8:00 a.m., Thursday, January 29, 2026**.



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Bob McEwen  
Executive Director of Human Resources  
Central Okanagan Public Schools