Chilliwack School District:

Chilliwack School District No. 33 is located at the eastern end of the Fraser Valley and is privileged to operate within S'olh Temexw, the traditional territory of the Stó:lō People, enriched by the cultural heritage of the Pilalt, Sema:th, and Ts'elxwéyeqw.

Our district serves approximately 15,000 students and employs around 2,400 dedicated employees, fostering a safe, caring, and inclusive learning and working environment where all feel valued and supported. Guided by our purpose (honouring, shaping, and inspiring our past, present, and future), and grounded in the principle of Tómiyeqw, we make thoughtful, ethical decisions that support learners, our community, and future generations. Rooted in Inclusion, Diversity, Kindness, Equity, and Innovation, and strengthened by our commitment to Reconciliation, well-being, and accountability, we prioritize responsible stewardship and long-term sustainability to support high-quality learning and organizational excellence.

Syós:ys lets'e th'ále, lets'emót – one heart, one mind, working together for a common purpose.

About the Position:

We are seeking applications from collaborative, detail-oriented, and service-oriented payroll and benefits professionals committed to accuracy, compliance, and continuous improvement in public education. Reporting to the Assistant Secretary Treasurer, the Manager of Payroll and Benefits is responsible for the accurate and timely administration of the district's payroll and benefits programs in accordance with district policies and procedures, collective agreements, Federal and Provincial legislation, and other relevant regulations. This role maintains employee benefit records for all staff, ensures timely remittance of benefit premiums, and assists in the administration of the CUPE and Teacher collective agreements.

Core Responsibilities:

- Lead and supervise the district's payroll and benefits programs, ensuring accurate and timely administration of salaries, benefits, pensions, and related entitlements.
- Ensure compliance with collective agreements, legislation, and government reporting, applying sound judgment in interpreting requirements and preparing statutory and periodic reports.
- Support financial planning and oversight through cost analysis, benefit reconciliation, and coordination of the annual external audit.
- Provide leadership and direction to payroll and benefits staff, and lead system, process, and documentation improvements.
- Serve as a trusted resource and liaison to employees, administrators, Human Resources, union representatives, benefit providers, and auditors, and participate in collective bargaining as required.

Salary Range: $93,392 to $116,741. Total rewards package includes competitive salary, benefits, pension and professional development opportunities.

Are You the Ideal Candidate?

You are a collaborative and detail-oriented payroll and benefits professional with strong technical expertise in payroll, benefits, and pension administration. You demonstrate sound judgment, discretion, and excellent communication skills, and you work effectively with employees, administrators, union representatives, and

external partners in a complex, unionized public-sector environment. You are comfortable interpreting collective agreements and legislation, enjoy solving problems, and contribute positively to a culture of service, accountability, and continuous improvement.

Qualifications:

- Post-secondary degree or diploma in Business Administration, Accounting, or a related discipline, and a Payroll Compliance Practitioner (PCP) designation or equivalent.
- Minimum 5 years of recent, progressive payroll and benefits administration experience, including staff supervision, in a medium to large organization with multiple payrolls.
- Experience in a unionized public-sector environment, preferably K–12 education.
- Strong knowledge of payroll and benefits best practices and systems, with intermediate to advanced Microsoft Office skills.
- Excellent organizational, communication, and conflict-resolution skills, with the ability to work independently, prioritize in a fast-paced environment, and build effective working relationships.

How to Apply:

If you're ready to lead accurate, compliant, and service-focused payroll and benefits administration in a dynamic and growing school district, we encourage you to apply. Submit your application by **November 22, 2026, 3:30 PM**. Please ensure your application package includes copies of certificates and qualifications, and three recent and relevant references who can speak to your payroll, benefits, and leadership expertise.

To apply, visit Make a Future at https://buff.ly/zD4wGHz.

For further information, please email careers@sd33.bc.ca.

Chilliwack School District is committed to diversity and inclusion. *We encourage applications from candidates who self-identify as Indigenous, LGBTQIA2S+, a member of a visible minority, and/or a person with a disability.*