



SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

EXTERNAL POSTING No. 20-078E

UNION VACANCY NOTICE

July 28, 2020
Date of Distribution

TO: Construction, Maintenance and Allied Workers, Local 2423

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: **Immediately**

DESCRIPTION: **Payroll Clerk**
Seven (7) hours per day
Five (5) days per week

LOCATION: **District Education Office**

HOURLY RATE: **\$ 26.55**

DEADLINE DATE: **August 12, 2020 at 2:00 p.m.**
(Applications will not be considered after 2:00 p.m.)

MUST HAVE: **Payroll Compliance Practitioner Certified**
Canada Payroll Association Certification Level 1
Accounting/Bookkeeping Courses
Proficiency working with MS Word and Excel
Keyboarding Skills of 60 wpm
Related experience required

Please direct all applications to: Secretary-Treasurer
School District No. 78 (Fraser-Cascade)
650 Kawkawa Lake Road
Hope, B.C. VOX 1L4
Fax (604-869-7400)
Phone (604-869-2411)
Email ashley.limb@sd78.bc.ca