
Position Title:	Payroll & Finance Assistant (Temporary – 6 Months)
Competition Number:	2026 - 24
Salary:	Management/Non-Union Group 2 \$44,329.24 - \$59,105.65

The Payroll & Finance Support Specialist provides dedicated operational support to both the payroll and finance functions through a structured weekly work allocation. The position is focused on payroll administration, support, and review, assisting with full-cycle payroll processing and providing oversight to ensure accuracy, compliance, and adherence to internal controls. While also providing support to the finance operations, supporting financial reporting, banking processes, internal controls, and general financial administration in collaboration with the Director of Finance & Administration.

This role plays a critical supporting function in maintaining payroll continuity, strengthening segregation of duties, and ensuring strong financial governance across the organization.

The successful applicant will not only assist in the preparation and processing of full-cycle payroll but provide backup coverage for payroll processing during periods of absence of the Payroll Specialist/Supervisor of Payroll. The Payroll & Finance Assistant will provide operational and analytical support to the Director of Finance while assisting in preparing and validating various financial procedures & processes.

The successful applicant must possess at minimum a diploma in Business Administration with a focus in accounting, from a recognized post-secondary institution. Completion of the Payroll Compliance Practitioner (PCP) designation is considered an asset as is experience in supporting payroll processing, including year-end requirements such as T4 preparation. Excellent communication skills, written and oral, are a must as well as exceptional computer skills and time management skills.

The above responsibilities reflect the duties necessary to describe the principal functions of the job and shall not be considered as a detailed description of all duties of the job.

The City of Corner Brook will provide support throughout the recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. Candidates are encouraged to discuss specific needs with the City's Human Resources division, by emailing hr@cornerbrook.com

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Please submit résumés, **giving complete details of qualifications**, and stating competition number to the Human Resources Office via e-mail careers@cornerbrook.com