Archway Community Services

JOB POSTING
November 09, 2026

JOB POSTING #2026-100-06
INTERNAL/EXTERNAL
Accounting, Administration
Payroll Clerk
Wage: $25.91 to $26.78 per hour
Part-Time: 21 hours per week, Monday to Friday (3 days per week)

Process and Maintain Payroll and Benefits Records
Join the team at Archway
Come Help Us Help People

Abbotsford

On Site

Job Summary:

The Payroll Clerk manages all aspects of payroll processing and works as part of a team to administer, maintain, and process the agency's payroll systems in an efficient and timely manner. The Payroll Clerk is responsible for entering new hire information into the payroll system, maintaining payroll records, updating payroll files including changes in job titles, and employment status, and ensuring employees are paid accurately and on time. Accurate record keeping is essential to ensure compliance with agency policies, Canada Revenue Agency and other legislative requirements. **Note: The successful candidate will have completed or in the process of completing their Payroll Compliance Professional (PCP) certification.**

Your Role:

Archway's Payroll Clerk with the Accounting Program with Administration contributes by:

- Maintaining and updating employee information.
- Providing training to staff on how to submit payroll information for processing.
- Complying with contractual employment agreements and the rules and regulations of various regulatory bodies including, but not limited to, the Canada Revenue Agency, WorkSafeBC, and the BC Employment Standards.
- Reviewing and validating time and attendance records for processing and conducting bi-weekly payroll and off-cycle payments.
- Processing terminations as needed.
- Providing accurate and timely information on payroll-related inquiries from Archway employees.
- Processing and paying garnishments, government remittances, and any other payroll-related payments.

This position is a great fit for someone who enjoys processing pay-related information, has superb attention to detail, is adept at analyzing data, has good time management skills, and is knowledgeable of the various payroll functions. **In addition, the position requires the incumbent to have completed or in the process of completing their Payroll Compliance Professional (PCP) Certification.**

Our Offer

- Wage: $25.91 to $26.78 per hour
- A part-time position at 21 hours per week, availability three times per week during the week of Mondays to Fridays, from 8:00 AM to 4:30 PM.
- Benefits include:
    - Three weeks' pro-rated vacation.
    - Three pro-rated wellness days per year.
    - Pro-rated sick leave days per year.
    - Opportunity to exchange a statutory holiday for a cultural day celebration.
    - A great benefits plan including extended health and dental; you choose your plan.
    - Employee and Family Assistance Program.
    - Access to online wellness resources including newsletters, physical health videos and wellness events.
    - Free use of Archway's wellness equipment.
    - Great in-house training opportunities.
    - Rewarding work in a positive and supportive environment.
    - Work/Life balance.

Getting an Interview – you will be considered if you have:

- **A Payroll Compliance Professional (PCP) certification.**
- Two years experience, as a minimum, in a payroll position in an organization of 100+ staff.
- Extensive experience using payroll software.
- Experience working with employees in a union environment is an asset.
- Experience in a busy administrative/accounting position is an asset.
- Experience using time and attendance payroll software is an asset.

The Job Requires you to have:

- Good planning, organizational and time management skills; adept at prioritizing and managing competing priorities to meet deadlines.
- In-depth knowledge of payroll rules, regulations, and processing procedures.
- Demonstrated capacity for attention to detail and high level of accuracy; able to complete work accurately and in a timely manner to catch errors.
- Effective problem-solving skills.
- Able to work both independently and collaboratively.
- Good conflict resolution skills; ability to maintain composure and de-escalate pressure situations.
- High level of computer skills; ability to use Microsoft Office 365, particularly Excel.
- Proficiency in using Excel tables; ability to create and use formulas, pivot tables, VLOOKUP, and other Excel functions.
- Strong skills in being able to use payroll software, databases, remote work applications, and presentation platforms.

- Ability to work in an environment with a high degree of interruptions and competing priorities requiring the ability to effectively switch tasks as needed.
- Willingness to work in a shared office space on site.
- Ability to work for extended periods of time sitting and screen/keyboard use.
- Willingness and flexibility to work evenings and weekends as needed.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is November 30, 2026.

TO APPLY

Interested applicants are to reference **Posting #2026-100-06.**

Please submit your cover letter and resume in PDF online to: Avanti

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.

We're proud to share that Archway was recently recognized for having a 5-Star Safety Culture!

Every year, Canadian Occupational Safety (COS) recognizes organizations across Canada that exemplify excellence in fostering robust workplace safety cultures. Winners demonstrate a commitment to proactive risk management, comprehensive training, and employee engagement.

This award reflects our ongoing commitment to creating a workplace environment where employees feel safe, seen, and supported.

If you're interested in working for an organization where safety is a priority, come work with us at Archway.