



Newfoundland & Labrador
Public Libraries

Expression of Interest - External

Payroll Clerk II

Administration Division, Stephenville, NL

Competition Details

Referral Number	EOI-PCII-25-26
Employment type	Thirteen-week temporary appointment, commencing as soon as possible
Closing Date	September 4, 2025
Salary (scale)	CG 27: \$47,301.80 - \$52,306.80 per annum
No of Hours	35 regular hours per week

Position Details

Context	https://nlpl.ca/about.html
Duties	Under the supervision of the Administrative Officer IA, this position is responsible for: the timely execution of all transactions of two biweekly payroll cycles; tracking and recording changes in staff payroll information; preparing, reconciling and generating various payroll reports and remittance payments; maintaining the security of personal and private information of all personnel; and other related duties.

Merit Criteria

Screening Criteria	<ol style="list-style-type: none">1. Completion of a high school diploma or equivalent2. Completion of a 2-year post secondary diploma in Business or Accounting (preferred)3. Comprehensive knowledge of collective agreements, pension plans and federal government regulations (asset)4. Experience with payroll procedures (asset)5. Experience with computerized payroll systems (asset)
Assessment Criteria	<ol style="list-style-type: none">1. Knowledge of payroll procedures2. Knowledge of computerized payroll systems3. Knowledge of year-end procedures4. Strong analytical, organizational and problem-solving skills5. Strong communication skills6. Self-motivation and initiative7. Ability to build and maintain effective working relationships

Conditions of Employment

Conditions of Offer	<ol style="list-style-type: none">1. Recent and satisfactory Criminal Records Check
Conditions of Acceptance	<ol style="list-style-type: none">1. Position requires occasional lifting of boxes weighing less than 25 lbs.2. Position requires frequent fine finger precision work3. Position requires occasional bending and stretching in the performance of general office procedures.
Applicant Information	<p>For more information about this opportunity, please call: Mary Tait at (709) 643-0904.</p> <ul style="list-style-type: none">• Newfoundland and Labrador Public Libraries values diversity in the workplace and is an equal opportunity employer.

- Disability related accommodations and alternate formats are available upon request at any stage of the recruitment process by contacting the Selection Board Chair.
- Newfoundland and Labrador Public Libraries requires all applicants to be legally eligible to work in Canada without sponsorship.
- Applications must be received on or before the closing date stated for this posting.
- It is the responsibility of the applicant to submit an application that demonstrates the required merit criteria.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- Preference will be given to candidates that meet Internal eligibility.
- This competition may be used to fill future similar vacancies with Newfoundland and Labrador Public Libraries.

How to Apply

Applications, quoting Competition Number EOI-PCII-25-26, should be submitted:

By Mail Selection Board Chair
Newfoundland and Labrador Public Libraries
48 St. George's Avenue
Stephenville, NL
A2N 1K9

By Fax (709) 643-0933

By Email jobs@nlpl.ca

For more information about this opportunity, please call: Mary Tait at (709) 643-0904 or via email at mtait@nlpl.ca.

This competition is open to **employees of the Public Service** including those on lay-off status, but does not include students.

08/20/25