



Newfoundland & Labrador  
**Public Libraries**

**External Employment Opportunity**

**Payroll Clerk II**

**Administration Division, Stephenville, NL**

**Competition Details**

<b>Referral Number</b>	PILRB-PCII-25-35
<b>Employment Type</b>	Temporary – One year, with possibility of extension
<b>Position Group</b>	CUPE – Provincial Information and Library Resources Board
<b>Closing Date</b>	October 6, 2025
<b>Salary (scale)</b>	CG 27: \$47,301.80 - \$52,306.80 per annum
<b>No of Hours</b>	35 regular hours per week

**Position Details**

<b>Context</b>	<a href="https://nlpl.ca/about.html">https://nlpl.ca/about.html</a>
<b>Duties</b>	Under the supervision of the Administrative Officer IA, this position is responsible for: the processing a variety of source documents (electronic and paper) to ensure payroll processing that accurately reflects employee earnings for two biweekly payroll cycles; data entry into a computerized payroll system, 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**

<b>Screening Criteria</b>	<ol style="list-style-type: none"><li>1. Completion of a 2-year post secondary diploma in Business or Accounting (equivalencies will be considered)</li><li>2. Experience with full-cycle payroll procedures</li><li>3. Experience with computerized payroll systems</li><li>4. Experience with preparation of T4 slips and Records of Employment (asset)</li></ol>
<b>Assessment Criteria</b>	<ol style="list-style-type: none"><li>1. Knowledge of payroll procedures</li><li>2. Proficiency with computer applications such as computerized payroll systems, Excel and Word</li><li>3. Analytical and problem-solving skills</li><li>4. Ability to organize and manage time and tasks</li><li>5. Ability to communicate effectively</li><li>6. Self-motivation and initiative</li><li>7. Client service oriented</li><li>8. Ability to maintain confidentiality</li></ol>

**Conditions of Employment**

<b>Conditions of Offer</b>	<ol style="list-style-type: none"><li>1. Recent and satisfactory Criminal Records Check</li></ol>
<b>Conditions of Acceptance</b>	<ol style="list-style-type: none"><li>1. Position requires occasional lifting of boxes weighing less than 25 lbs.</li><li>2. Position requires frequent fine finger precision work</li><li>3. Position requires occasional bending and stretching in the performance of general office procedures.</li></ol>

<b>Applicant Information</b>	<p>For more information about this opportunity, please contact Mary Tait at (709) 643-0904 or via email at <a href="mailto:mtait@nlpl.ca">mtait@nlpl.ca</a></p> <ul style="list-style-type: none"><li>• Newfoundland and Labrador Public Libraries values diversity in the workplace and is an equal opportunity employer.</li><li>• Disability related accommodations and alternate formats are available upon request at any stage of the recruitment process by contacting the Selection Board Chair.</li><li>• Newfoundland and Labrador Public Libraries requires all applicants to be legally eligible to work in Canada without sponsorship.</li><li>• Applications must be received on or before the closing date stated for this posting.</li><li>• It is the responsibility of the applicant to submit an application that demonstrates the required merit criteria.</li><li>• All applications must contain accurate contact information, including current mailing address, email address and phone number.</li><li>• This competition may be used to fill future similar vacancies with Newfoundland and Labrador Public Libraries.</li></ul>
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## How to Apply

Applications, quoting Competition Number PILRB-PCII-25-35, should be submitted:

<b>By Mail</b>	Donita Hann Chair, Selection Board Chair Newfoundland and Labrador Public Libraries 48 St. George's Avenue Stephenville, NL A2N 1K9
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<b>By Fax</b>	(709) 643-0933
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<b>By Email</b>	<a href="mailto:jobs@nlpl.ca">jobs@nlpl.ca</a>
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For more information about this opportunity, please call: Mary Tait at (709) 643-0904 or via email at [mtait@nlpl.ca](mailto:mtait@nlpl.ca).

09/19/25