

Financial Services Technician II (Payroll and Human Resources)

Full-Time

Campbell River Region
Campbell River

Thursday January 8, 2026

\$41 - \$60/ hour (68,100-78,150/year)

Company: The Strathcona Regional District

Website: <https://srd.ca/employment>

Industry: Public Works & Services

Remote/Camp Based Job: No

How to apply:

Ready to join the team? Send your resume and cover letter quoting Posting #2026-07 – Financial Services Technician II (Payroll & HR Support) to hr@srd.ca. We thank all applicants for their interest; and we will only contact applicants selected for an interview.

Attachment:

[20260107 Financial Services Technician II FT Payroll and Human Resources.pdf](#)

Expiry Date:

Thursday, January 22, 2026

Details:

- Process full-cycle payroll for a diverse workforce (union and non-union) in compliance with legislation and internal policies.
- Administer employee benefits, including Municipal Pension Plan (MPP), WorkSafeBC, and extended health plans.
- Provide HR support including responding to employee inquiries, preparing payroll reports and assisting with data entry and reconciliations.
- Provide cross-functional support within the Finance team, including being trained to backfill core accounting functions such as accounts payable and accounts receivable.
- Collaborate with internal departments, elected officials, and external partners to support smooth, compliant financial operations.

WHO YOU ARE:

- A member of the Canadian Payroll Association and/or hold a Payroll Compliance Practitioner (PCP) designation (or equivalent education/training).
- Have relevant post-secondary education in business administration, finance, or related field.
- 3+ years' experience in full-cycle payroll processing — experience with Vadim iCity software is an asset.
- 3+ years' experience administering employee benefits and understanding of statutory remittances.
- Proficient in Microsoft Excel and Word, with the ability to use spreadsheets and documents to support payroll, reporting, and finance functions.
- Experience in local government finance is an asset but not required.
- Strong communicator with excellent attention to detail, confidentiality, and teamwork skills.

WHY JOIN US: Be part of a supportive, professional team that delivers meaningful public service:

- Competitive salary: \$68,109–\$78,159 annually (2025 rates; subject to adjustment in accordance with the average annual British Columbia Consumer Price Index).
- Comprehensive benefits including 100% employer-paid health benefits and enrolment in the Municipal Pension Plan.
- Work-life balance with 35-hour work weeks.
- Generous vacation — starting at 4 weeks per year.

Qualifications & Experience:

- A member of the Canadian Payroll Association and/or hold a Payroll Compliance Practitioner (PCP) designation (or equivalent education/training).
- Have relevant post-secondary education in business administration, finance, or related field.
- 3+

years' experience in full-cycle payroll processing — experience with Vadim iCity software is an asset. • 3+ years' experience administering employee benefits and understanding of statutory remittances. • Proficient in Microsoft Excel and Word, with the ability to use spreadsheets and documents to support payroll, reporting, and finance functions. • Experience in local government finance is an asset but not required. • Strong communicator with excellent attention to detail, confidentiality, and teamwork skills.
