

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:

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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.
