



Payroll & Accounting Technician Full-Time

Campbell River Region
Campbell River

Wednesday May 27, 2026

\$26 - \$30/ hour (\$60,000 annually)

Company: Rivercity Inclusion Society

Industry: Management/ Administration

How to apply:

Visit <https://rivercityinclusion.ca/external-posting/payroll-accounting-technician> and apply through portal

Expiry Date:

Wednesday, June 10, 2026

Details:

Rivercity Inclusion Society is a non-profit organization whose purpose is to advocate and provide services for people with developmental needs, and their families, who live in the Campbell River area. As part of the administration team, the Payroll & Accounting Technician will be responsible for the accurate preparation, calculation and completion of computerized payroll for all employees at Rivercity Inclusion Society. This role will support our amazing teams with a high degree of customer service in the areas of both payroll and accounting. The ideal candidate will thrive in a fast-paced, self-managed environment where they can put their passion for numbers and attention to detail to good use while supporting accurate and timely payroll processing and account administration. Skills:

- Ability to understand, interpret and apply regulations, rules and collective agreements as applicable to payroll operations.
- Experience with the Municipal Pension Plan would be an asset
- Ability to deal tactfully and effectively with internal and external contacts on payroll and accounting administration matters and to exercise tact and diplomacy in dealing with sensitive and confidential information
- Must be able to multi-task to complete tasks with competing priorities and deadlines
- Ability to always practice with a high level of confidentiality and professionalism
- Strong problem-solving skills
- Ability to work within time-sensitive deadlines
- Advanced Excel skills

Qualifications & Experience:

- Post-secondary diploma in accounting, or equivalent
- Minimum of three years' experience processing payroll in a unionized, computerized payroll environment
- Payroll Compliance Professional certification preferred
- Consent to criminal record check
- Negative TB test results
