

EMPLOYMENT OPPORTUNITY

FINANCIAL SERVICES TECHNICIAN II (Payroll and Human Resources)

POSTING NO: 2026-07

POSTING DATE: January 08, 2026

POSTING EXPIRY DATE: February 13, 2026, at 4:00 p.m.

Make an impact in your community while growing your career in finance and payroll.

The Strathcona Regional District is looking for a detail-oriented and collaborative **Financial Services Technician II – Payroll** to join our Finance team.

Due to an upcoming retirement, we're excited to welcome a new team member who enjoys variety and values accuracy, confidentiality, and teamwork. In this non-union position, you'll handle **payroll processing, benefits administration, and HR support**, while also contributing to broader accounting and finance functions across the organization.

You'll report to the Manager of Finance and work closely with internal departments, elected officials, and external partners to help ensure smooth and compliant financial operations.

WHAT YOU'LL DO

- 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.



990 Cedar Street,
Campbell River, BC V9W 7Z8
Tel: 250-830-6700 • Fax: 250-830-6710
Toll-free: 1-877-830-2990

www.srd.ca

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.

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.



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