

EMPLOYMENT OPPORTUNITY

FINANCIAL SERVICES TECHNICIAN II (Payroll and Human Resources)

POSTING NO: 2026-36

POSTING DATE: August 20, 2026

POSTING EXPIRY DATE: September 15, 2026, at 4:00 p.m.*

COMPENSATION: \$69,540- \$79,800/yr

The Strathcona Regional District is looking for a detail-oriented and experienced payroll professional to join our Finance team as a **Financial Services Technician II – Payroll & Human Resources**.

This is an onsite, exempt position responsible for the full-cycle processing of payroll and benefits for multiple operations, employee groups, classifications, and employment arrangements. The position requires a high degree of accuracy, confidentiality, organization, and independent judgement in the administration of payroll and benefits while also working collaboratively with Finance, Human Resources, employees, and external partners.

Reporting to the Manager of Finance, this position is responsible for the complete and timely processing of multiple payroll batches, payroll remittances, benefits, reporting, and related HR support. The position also provides cross-functional support within the Finance team and will be trained to backfill core accounting functions.

WHAT YOU'LL DO

- Complete full-cycle payroll processing for a range of union and exempt employees across multiple operations ensuring accurate and timely payroll production.
- Independently perform full-cycle payroll processing, including reviewing and entering payroll information, processing calculations and adjustments, completing multiple payroll runs, and ensuring final payroll files are accurately prepared and submitted on time.
- Contribute to continuous improvement of payroll and finance processes and systems.



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- Prepare and remit payroll-related payments and reports to third parties, including the Municipal Pension Plan (MPP), Canada Revenue Agency (CRA), WorkSafeBC, union organizations, and benefit providers.
- Ensure payroll practices comply with applicable legislation, collective agreements, employment contracts, organizational policies, pension requirements, taxation regulations, and payroll best practices.
- Administer employee benefit programs, including MPP, WorkSafeBC, extended health, dental, and other applicable benefit plans.
- Support payroll audits, year-end reporting, reconciliations, statutory reporting, and other regulatory requirements.
- Investigate and resolve payroll discrepancies, system issues, and employee inquiries, and liaise with internal and external contacts as required to resolve issue.
- Provide HR support, including maintaining employee records, preparing reports, and responding to employee and management inquiries relating to payroll, benefits, and related HR matters.
- Provide payroll information and analysis to support collective agreement administration, grievances, audits, budgeting, and other organizational requirements.
- Provide cross-functional support within the Finance team, including core accounting functions such as accounts payable, accounts receivable, invoicing, cash receipting.
- Collaborate with Finance and other departments to support compliant financial operations

WHAT YOU BRING

- Payroll Compliance Practitioner (PCP) designation or equivalent education, training, and experience.
- Relevant post-secondary education in business administration, accounting, finance, payroll, or a related field.



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- Minimum three years of full-cycle payroll processing experience, preferably in a complex, multi-department or multi-business-unit environment.
- Experience with multiple payroll batches, payroll calculations, statutory remittances, reconciliations, year-end reporting, and payroll system processing.
- Minimum three years of experience in administration of employee benefits, including MPP, WorkSafeBC, medical, dental, and extended health plan.
- Experience working with payroll and/or HR information systems; Vadim iCity experience is an asset.
- Proficient in Microsoft Excel and Word, with the ability to use spreadsheets and documents to support payroll, reporting, reconciliations, and finance functions.
- Experience in local government finance is an asset but not required.
- Knowledge of applicable payroll legislation, taxation requirements, pension administration, employment standards, and related regulatory requirements.
- Strong organizational and time-management skills, with the ability to manage competing priorities and meet strict payroll deadlines.
- Excellent communication and interpersonal skills, with a demonstrated ability to maintain confidentiality and work effectively with employees, management, external agencies, and colleagues.
- Ability to work independently and exercise sound judgment while also contributing positively to a collaborative Finance team

WHY JOIN US

- Competitive salary: \$69,540–\$79,800 annually
- Comprehensive benefits, including 100% employer-paid health benefits and enrolment in the Municipal Pension Plan.



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- Work-life balance with 35-hour work weeks.
- Generous vacation starting at 4 weeks per year.

HOW TO APPLY

Ready to join the Strathcona Regional District Finance team?

Please submit your **resume and cover letter** quoting *Posting #2026-36 Financial Services Technician II – Payroll and Human Resources* to hr@srd.ca or upload your application directly on the Career portal at srd.ca/careers.

We thank all applicants for their interest, and we will contact only those selected for an interview. The successful candidate will be required to complete a satisfactory review through the Criminal Records Review Program as a condition of employment.

*Qualified applicants may be invited to interview prior to closing date.



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