

EMPLOYMENT OPPORTUNITY

FINANCIAL SERVICES TECHNICIAN II (Payroll and Human Resources)

POSTING No: 2024-01

POSTING DATE: January 8, 2024

POSTING EXPIRY DATE: February 8, 2024, at 4:00 p.m.

Due to an upcoming retirement, Strathcona Regional District is recruiting for a Financial Services Technician II position. The Financial Services Technician II plays a key role in an integrated team that provides financial service support to the Regional District's internal clients, and other stakeholders. This position specializes in Payroll processing, Benefit administration, Human Resources support, and assists other team members in varied aspects of accounting and finance functions. Reporting to the Chief Financial Officer, the Financial Services Technician II ensures compliance to generally accepted accounting practices and standards, employment legislation and to all Regional District's policies, bylaws, and contracts. This position requires the ability to communicate with the public, government staff and elected officials.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- National Payroll Institute Payroll Compliance Practitioner (PCP) or an assessable equivalent of education, training, and experience.
- Completion of relevant post-secondary courses such as a certificate program in office or business administration; or an equivalent combination of training and experience.
- Minimum three years computerized full-cycle payroll processing experience. Experience using Vadim software preferred.
- Minimum three years benefit administration experience including MPP, WorksafeBC, medical insurance benefits and health providers.
- Work experience in local government finance preferred.

The position is full-time, 35 hours a week with an annual salary range from \$66,383 to \$76,178 and supplemented by a comprehensive benefit package. We invite qualified candidates to submit a cover letter and resume quoting posting **#2024-01 Financial Services Technician II (Payroll and Human Resources)** 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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