

EMPLOYMENT OPPORTUNITY

Payroll Technician

Temporary Full-Time | External
Finance Services
Competition No.: 2025-1091



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS/ABILITIES

- Knowledge of payroll requirements as they relate to the Employment Standards Act, WCB, Superannuation Regulations, Employer Health Tax, Collective Agreements and Receiver General legislation.
- Extensive knowledge, experience and ability using MS Office programs such as Outlook, Word, Excel, and other database computer applications.
- Demonstrated ability to effectively prioritize in a fast-paced, deadline driven environment, while focusing on accuracy and attention to detail.

APPLICATION DETAILS

To apply for this position, email your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1091 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on June 22, 2025.**

Date Posted: June 9, 2025.

A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.



ABOUT THE ROLE

The Regional District of Nanaimo is seeking a temporary full-time Payroll Technician with Finance Services.

The Payroll Technician contributes to the effective operation of Finance Services Department and the Regional District of Nanaimo, through the accurate performance of the payroll functions, and the effective delivery of information to employees' and other stakeholders. This position supports the Finance Department by assisting team members in their duties, as required, to meet service expectations, departmental goals, and objectives.

QUALIFICATIONS

Qualifications for this position including a high school diploma, a diploma in accounting or business administration with an accounting concentration at a recognized educational Institution, completion of the Payroll Compliance Practitioner Program (PCP) with the National Payroll Institute, plus two (2) years work-related experience including computer data entry. Candidates will maintain their PCP designation by meeting the annual Continuing Professional Education (CPE) requirements set out by the Institute. An equivalent combination of training and experience may be considered.

POSITION DETAILS

This is a temporary full-time (35 hours per week) Union position, until January 3, 2026, with the possibility of ending early or extension based on the operational needs of the department. The (2024) rate of pay is \$38.17 to \$40.18, plus 12.4% in lieu of benefits including vacation and statutory holidays, or the uninterrupted continuation of their benefits package as provided for in the Collective Agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

Payroll Technician

Finance Services

Pay Band 11

Job Summary

The Payroll Technician contributes to the effective operation of Finance Services Department and the Regional District of Nanaimo, through the accurate performance of the payroll functions, and the effective delivery of information to employees' and other stakeholders. This position supports the Finance Department by assisting team members in their duties, as required, to meet service expectations, departmental goals, and objectives.

Primary Duties and Responsibilities

- Assists in the preparation of the Regional District's payroll in accordance with established RDN policies and procedures, employment contracts, union contracts and legislative standards.
- Ensures the prompt processing of time sheets from all departments using various platforms for submission. Liaising with department managers to advise on and resolve payroll timesheet coding questions. Uploading all data into the payroll system once balanced and verified.
- Reviews and makes adjustments for stat holiday and sick bank entitlement, ESA sick, unpaid leaves, accruals, bank time over 120 hours, LTD, WCB, garnishment orders and other codes as required.
- Ensures the accurate processing of payroll and benefits, from first calculation to completion, performs back up, bi-weekly payroll reports, filing & scanning of information and cheque requisitions.
- Prepares Records of Employment and Employment Verification letters.
- Participates, supports or performs annual departmental projects including banked time payout, annual vacation adjustment, sick bank replenishment, auxiliary employee status, WCB, EHT, T4's and retro payments as required.
- Prepares and ensures accuracy of various government and inter office reports.
- Prepares routine journal entries and reconciliations as required.
- Prepares routine written correspondence as required for both internal and external stakeholders.
- Assists in the development and maintenance of the Records Management system.
- Assists with the training and development of co-workers.
- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and promotes a safe work environment.
- Performs other related duties, as required.

Job Qualifications

Education/Experience

- High School diploma.
- Diploma in Accounting or Business Administration with an accounting concentration at a recognized educational Institution.
- Completion of the Payroll Compliance Practitioner Program (PCP) with the National Payroll Institute.
- Candidates will maintain their professional designation by meeting the annual Continuing Professional Education (CPE) requirements set out by the Institute.
- 2 years work-related experience including computer data entry.
- An equivalent combination of training and experience may be considered.

Skills/Abilities

- Knowledge of payroll requirements as they relate to the Employment Standards Act, WCB, Superannuation Regulations, Employer Health Tax, Collective Agreements and Receiver General legislation.

Job Description

- Exemplary keyboarding and data entry skills.
 - Extensive knowledge, experience and ability using MS Office programs such as Outlook, Word, Excel, and other database computer applications.
 - Demonstrated ability to effectively prioritize in a fast-paced, deadline driven environment, while focusing on accuracy and attention to detail.
 - Excellent communication, interpersonal and organizational skills.
 - Ability to deal with highly confidential and sensitive information with a high degree of diplomacy and confidentiality.
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Reporting Relationship

Reports to: Manager, Payroll