



The Region of BC's Best

## JOB POSTING Payroll Technician

<b>COMPETITION NO:</b>	<b>2018-003</b>
<b>TERMS:</b>	<b>Temporary Full-Time</b>
<b>HOURS OF WORK:</b>	<b>35 Hours per Week</b>
<b>START DATE:</b>	<b>To be determined</b>
<b>END DATE:</b>	<b>July 27, 2018</b> <b>(The term of this position may end prior to or be extended beyond the expected end date.)</b>
<b>APPLICATION DEADLINE:</b>	<b>4:00 p.m., March 1, 2018</b>

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Encompassing an unparalleled geographic region in the heart of British Columbia, the Thompson-Nicola Regional District (TNRD) offers the best of both worlds. Urban life within vibrant communities and outlying rural regions that showcase the region's beauty - pristine but rugged mountains, rolling grasslands, lush evergreen forests and both historic and modern areas, all within approximately 45,000 square kilometres. Headquartered in the City of Kamloops, the TNRD provides a wide range of local government services to a population of 130,000 located within its 11 diverse municipalities and 10 electoral areas.

### **The Role:**

Reporting to the Finance Supervisor, the Payroll Technician will provide support in the Finance Department. The Payroll Technician is primarily responsible for processing payroll, as well as helping with data entry and administrative duties within the department.

### **Primary Duties of the Role include:**

- Process bi-weekly salaried and hourly payroll
- Verify and reconcile payroll input/output
- Prepare payroll for electronic funds transfers and other financial arrangements
- Compliance with relevant collective agreements, government legislation, bylaws, and corporate policies and practices
- Assist with administering benefit plans
- Other duties as required

### **You are an experienced professional with:**

#### **Required Education and Experience**

- Completion of the first level of a recognized accounting program, plus Intermediate Accounting 1 and Payroll Compliance Practitioner Certificate and 3 years' experience
- An equivalent combination of education and experience may be considered
- Experience processing unionized payroll is an asset

#### **Required Skills and Abilities**

- Effective oral and written communication skills
- Exceptional interpersonal skills, specifically a demonstrated ability to proactively develop mutually beneficial working relationships. Must be a strong team player
- Ability to be innovative, to take initiative and to work well in a team environment

- Ability to work independently with limited supervision
- Ability to deal with confidential information with a high degree of diplomacy
- Aptitude for details and the ability to prioritize multiple tasks with sensitivity for deadlines
- Strong analytical and data entry skills
- Proficient using computers/devices and ability to learn new systems/technology
- Competent in all Microsoft Office programs
- Familiarity with Stargarden Software would be an asset

This position falls under the provisions of the Collective Agreement with the Canadian Union of Public Employees, Local 900. The placement of the Payroll Technician is at Pay Grade 5, which is \$1,836.37 to \$2,101.05 biweekly.

Please email your application to [humanresources@tnrd.ca](mailto:humanresources@tnrd.ca) by  
**4:00 p.m. on March 1, 2018 quoting Competition No. 2018-003.**

Applications **must include a cover letter and a resume** outlining your qualifications and experience.

*While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.*

**Thank you for considering the Thompson-Nicola Regional District as a place to share your talents!**

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