



PEACE RIVER  
REGIONAL DISTRICT

## Join the PRRD Team!

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

### Posting Date

April 14, 2025

### Application Deadline

April 28, 2025, at 4:00 pm

### Application Information

Visit [prrd.bc.ca/employment](http://prrd.bc.ca/employment) to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a cover letter noting the position being applied for, a resume, and three supervisory references to:

Peace River Regional District

Human Resources

[hrprrd@prrd.bc.ca](mailto:hrprrd@prrd.bc.ca)

P. 250-784-3235

F. 250-784-3220

# Payroll & Benefits Officer

## Full Time, Permanent

### Position Overview

The Payroll and Benefits Officer reports to the Chief Financial Officer or Designate and is responsible for the payroll and benefits administration for the Peace River Regional District, requiring a thorough understanding of organizational and payroll procedures and functions, federal and provincial legislations, acts and regulations related to payroll, benefits, accounting, and financial reporting requirements. This position will be located at our Dawson Creek Office.

### Key Accountabilities

- Coordinate and execute payroll on a biweekly basis for all employees and directors.
- Ensure compliance with provincial and federal payroll tax regulations and reporting requirements.
- Administer employee benefit programs, including health Insurance, retirement plans, health and wellness benefits, and other benefits as required.
- Assists with the development, Implementation, and updating of a variety of policies and procedures.
- Other related duties as required.

### Qualifications

The ideal candidate will have:

- Completion of a Business Management/Administration Diploma, Payroll Compliance Professional (PCP) designation, or equivalent combination of education and experience.
- Five years of relevant work experience in a payroll environment.
- An equivalent combination of education, training and experience may be considered.
- Valid BC's driver's license

### Additional Information

The hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch.

This exempt position offers a competitive salary range of \$74,495 - \$87,641, benefits package and an excellent team.

*We thank all candidates for their interest, however, only those selected for interviews will be contacted.*

[www.prrd.bc.ca](http://www.prrd.bc.ca)