

Payroll Clerk –Fixed Term (6 months)
Ojibway Nation of Saugeen (ONS)

Ojibway Nation of Saugeen (ONS) is currently accepting applications for the position of Payroll Clerk in Ojibway Nation of Saugeen Reserve. The Payroll Clerk is responsible for providing payroll, and clerical analysis services in the finance department in order to ensure the effective, efficient and accurate payroll records including all government, benefits, pension, health and insurance remittances. The incumbent must have a good understanding of payroll and balance sheet accounting with accounting software such as Sage, Adagio and to do subsequent reporting requirements of the Financial Services Commission of Ontario.

Qualifications:

- A post-secondary education in payroll (Canadian Payroll Association certificate) or 3 years full cycle payroll experience.
- Working knowledge of Accounting Adagio Payroll Module, considered an asset Experience processing payroll for hourly and salaried payroll.
- Knowledge and working of Not-For-Profit Organizations structure and knowledge of Federal/Provincial laws, obligations and employment standards.
- Excellent organizational skills; demonstrated self-confidence and an ability to follow through on assigned duties independently within strict deadlines. Excellent written and oral communications.
- Good problem-solving skills.
- Exceptional attention to detail and high degree of accuracy.
- Proficiency in other MS applications specifically Excel and Word.
- Professionalism and sensitivity in dealing with confidential information.
- The ability to speak an Aboriginal language is considered an asset.
- Valid Current Criminal records check.

Responsibilities:

- Process the payroll for over 40 employees, including journal entries.
- Prepare reconciliations for payroll.
- Prepare and submit payroll deductions and remittances on a timely basis and ensure records are up to date.
- Reconcile payroll deductions for monthly and annual reporting.
- Perform the day-to-day processing of payroll and personnel transactions to ensure that records are maintained in an effective, up-to-date and accurate manner:

Main Activities:

- Maintain accurate and up to date employee database by processing all paperwork associated with hires, terminations, extensions, rates, etc...
Compile and enter Bi-weekly payroll data and mandatory employee-related benefits.
- Verify payroll headcount and hours worked and stat holiday pay amounts as per payroll summaries.
Verify coding and payroll distribution.
Prepare emergency payroll applications as required.
- Prepare and reconcile time sheet and bi-weekly payroll information distribution.
Maintain and track Entitlements for all employees.
- Maintain and remit all source deductions and employee benefits submissions.
Preparation and reconciliation of T4's, T4A's, ROE's and legal documentation.
- Maintain and reconcile all payroll general ledger accounts.
- Prepare and distribute payroll EFT processes for banking requirements.
- Maintain effective contact with employees on inquiries related to payroll and entitlements.
- Assist in the development and preparation of Forms and Report.
- Working with HR Manager to process benefits-related to payroll and reconciliation of monthly billings.
- Assist the Band Manager with recoverable travel, accounts payable and other job shadowing within the Finance department. All other related tasks and duties as assigned.

Responsibilities – General: Support and work towards the overall aims and objectives of the ONS.

Adhere to all policies and procedures set forth by the Executive Director and Board of Directors.

Be a positive role model.

Duties – Administrative: Complete all necessary forms for reporting and accountability purposes.

Participate in team meetings. Ensure all of the employee payroll records, provincial standards and legal requirements are met and a safe working environment is maintained.

Duties – Public Relations: Collaborate with identified partner agencies (i.e. locally and provincially). To network and promote ONS and all ONS related programs. Adhere to professionalism at all times and maintain good communications.

Standards of Performance: Completion of functions outlined in the description and the achievement of goals. Good conduct and standard of professionalism at work and outside of work, in representation of ONS. Adhere to Policies and Procedures as set by ONS. To execute duties and responsibilities outlined in job description.

Accountability: The Payroll Clerk will be directly accountable to the Band Manager for the proper completion of the functions outlined in the job description.

Applicants are asked to submit a resume and cover letter with the site you are applying for; no later than June 13, 2022 the attention to bettyn@ojobwaynationofsaugeen.ca