

## **First Nation of Na-Cho Nyak Dun**

<b><u>Position Title:</u></b>	<b>Payroll &amp; Benefits Clerk</b>
<b><u>Department:</u></b>	<b>Finance</b>
<b><u>Supervisor:</u></b>	<b>Manager, Finance Department</b>
<b><u>Date:</u></b>	<b>October 2017</b>
<b><u>Status:</u></b>	<b>Regular Full-Time</b>
<b><u>Classification:</u></b>	<b>Level 6</b>

---

### **Job Summary:**

Reporting to the Manager, Finance, this position performs full cycle transactional payroll, which includes year-end, T4's, T4A's, reporting, journal entries, reconciliations and general ledger work. This also includes bi-weekly payroll, weekly honoraria, student monthly living allowance, and elders' pension. The Finance Department provides services to FNNND staff, social assistance clients, students, Council members and Committee members amongst other duties. This position provides opportunities for the successful candidate to learn in other areas of the finance department.

### **Main Duties:**

- Ensure compliance with all Federal and Territorial legislation;
- Process honoraria weekly; payroll bi-weekly, student living allowance, and elders pension, monthly;
- Reconcile between the statements from the CRA, the general ledger balances, and the Pay Dirt payroll package on a monthly basis;
- Track Sun Life Assurance and RBC Clearpoint Insurance deduction, ensure employees are paying accurate premiums;
- Ensure the Manulife Pension deductions are entered correctly;
- Ensure to follow court ordered garnishment and maintenance deductions;
- Provide CRA remittance and pension data for Accounts Payable Clerk to process timely;
- Liaison and work with employees, supervisors, directors, Chief and Council, government agencies (ROE, Canada Labour Code, Revenue Canada, and HRDC for EI, WCB etc...);
- Track employee leaves such as time-in-lieu, vacation, sick, severance, Northern Travel Allowance (NTA);
- Assist with applications, coordinate benefits with Human Resources and liaise with Sun Life Financial Insurance, RBC Insurance and Manulife Group Pension Plan;
- Provide assistance with payroll information in preparation for the auditor;
- At year end, close and prepare T4 and T4A;
- Process Records of Employment (ROE);
- Request, clarify and maintain records (source documents) such as letters of hire, hiring forms, payroll timesheets, pay stubs, payroll journal, severance pay records;
- Retrieve Payroll data exports to the general ledger;
- Collect accounts receivable for Staff deductions;
- Cross train between accounts receivable and accounts payable;

- Coordinate efforts with Manager, Human Resources as required; and
- Other duties as required.

**Impact / Accountability:**

As Payroll & Benefits Clerk decisions and accuracies are made impact FNNND’s staff income and cash flow, the position is very important as staff rely on timely and consistent pay schedules. Failure to act in a professional manner may result in lack of trust and credibility within the department, therefore, affecting the morale of the employees causing retention and attraction concerns and general employment unrest.

**Decision Making:**

Objectives for this position are developed in conjunction with the Management Team, Chief and Council through the strategic planning process. The work of the position is assigned. Problems are of a recurring nature and easily solved by reference to regulations, policy and procedures. Supervisor is available for more complex problems.

**Key Personal Contacts and Nature of Contacts:**

<i>WHO</i>	<i>NATURE OF CONTACT</i>
Elders	Traditional cultural rules apply
NND Citizens	Interacted in a professional manner
Chief and Council	May be asked to exchange information on payroll procedures
Executive Director	May be asked to exchange information on payroll procedures
Management Team	May be asked to provide information on payroll procedures
Manager, Finance Department	To receive direction from and report to
Staff	To provide payroll service to and give advice regarding payroll procedure

**Positions to Supervise:**

- None

**Working Conditions:**

This position is located in a normal office environment. The incumbent may be working with managers and staff in high-pressure situations, and will work in an environment characterized by rapid change, deadlines and adaptation. There are constant interruptions and the incumbent must respond to the requirements of all unit staff.

Critical situations requiring a lot of mental effort may be experienced when problem solving difficult tasks and from dealing with problems. Considerable multi-tasking will be required and there will be the requirement to work some evenings and weekends.

**Qualifications:**

**Education & Experience:**

- Grade 12 Diploma or GED equivalency;
- Completed Canadian Payroll Association certification for Payroll Compliance Practitioner; and/ or
- Certificate in Accounting or any other related business courses;
- 1-2 years' experience or an equivalent combination of education, training and experience.

**Skills and Abilities:**

- Working knowledge of generally accepted accounting principles;
- Working knowledge of computerized payroll systems (i.e. Pay Dirt);
- Ability to organize work;
- Ability to communicate effectively both verbally and in writing;
- Ability to deal with others effectively;
- Ability to operate related office equipment and software (i.e. MS Work, Outlook, Excel, etc.);
- Physical ability to carry out the duties of the position (lift up to 5-10 lbs. boxes);
- Ability to analyze information, proficient data entry skills, attention to detail; and
- Must have the ability to maintain strict confidentiality.

**Personal Suitability:**

This position requires an individual who is genuinely interested in the development and implementation of good payroll practices. This incumbent must be able to maintain an unbiased approach towards employees and citizens and comply with applicable Finance Policy. This individual must be able to gain credibility with others and be able to maintain confidentiality.

**Conditions of Employment:**

- Security Clearance
- Valid Driver's Licence