



First Nation of Na-Cho Nyäk Dun  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Payroll & Benefits Clerk  
**Salary Range:** Level 6 (Starting wage rate \$29.60/ hour)  
**Term:** Full Time Regular (75 Hours Bi-weekly)  
**Closing Date:** **Tuesday, October 17<sup>th</sup>, 2017**

***Please note candidates with lesser qualifications and want to choose this as a profession may be considered for training and salary classification will be based on experience and education.***

**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.

**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 and bookkeeping 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.

For a copy of the job description that includes main duties and to submit your Cover Letter/ Resume please contact:

**Ronalda Moses, Human Resources Manager**  
**First Nation of Na-Cho Nyäk Dun**  
**Phone: (867) 996-2265 Ext. #138**  
**Fax: (867) 996-2267**  
**Email to: [humanresources@nndfn.com](mailto:humanresources@nndfn.com)**

***\*Preference may be given to First Nation of Na-Cho Nyäk Dun Citizens\****