



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

**COMPETITION #: 9130-25-703-33**

**Position: PAYROLL CLERK**

**Department:** Finance

**Location:** Government House, Mayo, Yukon

**Status:** Regular Indeterminate

**Hours:** 75 Hours Bi-Weekly

**Posting Date:** March 19, 2025

**Closing Date:** UNTIL FILLED

**Job Description:** <https://www.nndfn.com>

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### THE OPPORTUNITY

This is an opportunity to provide payroll services and other financial transactional processes to FNNND employees and citizens. This includes full cycle transactional payroll functions, 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, social assistance payments and elders' pension. This position provides opportunities for the successful candidate to learn in other areas of the finance department.

### THE PERSON

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

### QUALIFICATIONS

This person will have good communication, coordination and organizational skills in fulfilling duties with a Grade 12 Diploma or GED equivalency having completed the Canadian Payroll Association certification for Payroll Compliance Practitioner and/ or certification in accounting or any other related business courses with 1-2 years' experience or an equivalent combination of education and/ or work and training experience. Familiarity working within a First Nation environment/ community would be an asset.

You must be familiar with the use of standard office equipment and payroll software computer skills (i.e. MS Office, Pay Dirt, Adagio).

#### Special Working Conditions

Criminal Record Check and Valid Class 5 Driver's License and Abstract.

**ANNUAL SALARY RANGE:** \$ 64, 456.00 - \$ 84, 898.00 Annually [\$ 32.94 - \$ 43.39 /hr]

The FNNND offers a competitive benefits package including shared pension contributions, extended health, and dental plan.

If you are interested in this opportunity, please send cover letter and resume to:

Ronalda Moses  
A/ Director, Human Resources & Capacity  
First Nation of Na-Cho Nyäk Dun  
Box 220, Mayo, Yukon Y0B 1M0  
E-mail: [hr@nndfn.com](mailto:hr@nndfn.com)  
Phone: 867-996-2265 ext. 121

**Please note: In order for your application to be considered you must be a permanent resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. Although we thank all those who apply only those selected for further consideration will be contacted.**