



Job Posting

Position: Payroll Clerk

Department: Administration

Department Term: Permanent Full Time – 35 hours per week

Start date: ASAP (or until position is filled)

Wage: Commensurate with experience, as per salary range for Grade 4 level employee in UNB Personnel Policy

Reports to: Chief Finance Officer

Role: To ensure the Payroll and associated functions are provided in compliance with the Upper Nicola Financial Administration Law, Personnel Policies and Procedures, and Federal Labour Code legislation.

Key Responsibilities (main points)

- Process all timesheets and conduct payroll functions for all staff (using direct deposit and/or cheque). Reconcile payroll accounts to the general ledger; ensure coding is correct.
- Create new employees into the payroll system.
- Maintain electronic records of employees' attendance, leave and absence and calculate benefits are needed.
- Process documents for employment insurance (ROEs), and prepare other government documentation and remittances such as WCB, GST, and source deductions.
- Undertake payroll filing and provide assistance to staff and managers of payroll matters.
- Ensure hard copies of payroll records are filed in a confidential and secure manner.
- Assist Account Payables to process payment for all expenses, honoraria for staff, Chief and Council and community members.
- Comply with all applicable legislation, and UNB Policies and procedures including the Financial Administration Law.
- Provide support to other members of the Finance Team.

Qualifications/Experience:

- Grade 12 education required.
- Completion of a bookkeeping or payroll course is required.
- A minimum of two years' experience in a payroll function is preferred.
- Reliable vehicle. Valid BC Driver's License

Knowledge/skills/abilities

- Must be familiar with the use of Xyntax Software or be willing to learn.
- Must be willing to undertake training and refresher courses as required.
- Knowledge of general accounting procedures and proficient in data entry.
- Good verbal and written communication skills, Good interpersonal skills.
- Good organizational skills to achieve desired results.
- Diplomacy, tact, and confidentiality in dealing with a variety of people and information.
- Reliability and dependability. Self-motivated and an ability to work independently and within a team environment.
- Flexibility is a must to adapt to changing work priorities.

Other: Criminal Record Check – An acceptable criminal record check is required.

Send cover letter and resume by via hand delivery, mail, or e-mail, to:

HR - Upper Nicola Band – General Delivery, Douglas Lake, BC V0E 1S0 hr@uppernicola.com

Upper Nicola Band thanks all applicants. Only those short-listed for an interview will be contacted.