



## CARCROSS TAGISH FIRST NATION

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[www.CTFN.ca](http://www.CTFN.ca)

# Employment Opportunity



<b>Job Title:</b>	<b>#25-002 Payroll Administrator Assistant</b>
<b>Department:</b>	Finance
<b>Status:</b>	Permanent, Part-time
<b>Salary:</b>	C/TFN Wage Scale Level 5-6 (\$27.92 - \$35.82/hr)
<b>Closing Date:</b>	Open until filled

This posting is to fill one (1) permanent part-time position. This is an until filled competition. Candidates are encouraged to not delay submitting their application as this posting can close at anytime. Resumes will be regularly screened until the position is filled or the competition closes, whichever is earliest.

We encourage all qualified candidates to apply. However, preference will be given to C/TFN Citizens, associate members and Indigenous candidates.

### **Carcross/Tagish First Nation Mission Statement**

The Carcross/Tagish First Nation is mandated to protect the environment, health and wellness, education and aboriginal rights of our citizens; to continue to preserve to protect our culture, traditions, and languages; to protect and develop our natural resources and strengthen our economy and the Carcross/Tagish First Nation government for our future generations.

## **Your Role**

Reporting to the Finance Supervisor, the Payroll Administrator Assistant plays a key role in delivering payroll services to all employees, ensuring biweekly payroll is processed accurately and on time.

This position also involves assisting with year-end working papers for external audits and providing valuable support to the Finance Team.

For more information on this job, please contact Matthias Liniger, Senior Finance Manager at [matthias.liniger@ctfn.ca](mailto:matthias.liniger@ctfn.ca)

For more information about the recruitment process, please contact Erica Couch, Human Resources Consultant at [erica.couch@ctfn.ca](mailto:erica.couch@ctfn.ca)

## **Your Benefits**

We are pleased to offer a comprehensive benefits package that includes competitive salaries, ample job opportunities for professional growth. In addition, we provide a gas stipends and contributions to RRSP's, ensuring that you are supported both professionally and personally.

## **Duties and Responsibilities**

- Full cycle biweekly payroll processing for salary and hourly employees
- Checks and if needed, inputs date into HRMS system
- Sync HRMS data with the Time and Attendance application, as well as with SAGE 300
- Maintains data in Timestar Time and Attendance and makes sure that data is complete
- Exports data out of Time and Attendance into SAGE 300 and processes payroll for all staff
- Processes weekly honorariums, monthly Executive Council payments and monthly student payments in accordance with other payroll staff
- Sets up and maintains personal payroll files, TD1, bank information for employees EFT's

- Prepare and proves payroll documentation filings (T4's, T4A's, Sunlife etc) as required
- Prepares payroll files in payroll module and reconciles to the general ledger
- Responds to payroll inquires from staff
- Issue record of employment (ROE's) and prepare payroll reports as requested
- Assist with other patrol duties, as assigned
- Calculates and inputs pay adjustments resulting from merit increases, leave without pay, general increases, reclassifications, promotion and other
- Calculates, sets up and remits payroll deductions required by federal or territorial laws, Canada Revenue Agency, Workers Compensation Board, C/TFN and ensures that all payroll deductions and sub-ledger accounts are reconciled on a monthly basis
- Reconciles balance sheet accounts that are relevant to payroll
- Other assigned Finance Duties as required

### **Essential Qualifications**

Please submit your resume, clearly highlighting how you meet the qualifications outlined below. Candidates selected for further consideration will be based solely on the information provided in your resume.

- Highschool Diploma (some college or training is preferred)
- Prior experience administering payroll

### **Desired Knowledge, Skills, & Suitability**

- Experience with file management
- Experience participating in multidisciplinary teams
- Knowledge of C/TFN Governance, culture, traditions, goals, and objectives
- Strong written and verbal communication skills
- Experience using MS Office (Word, Excel, etc), accounting software (Sage) experience considered an asset at an intermediate level
- Ability to work effectively and efficiently, both independently and as a part of a team
- Very strong time management organization and prioritization skills
- Able to maintain confidentiality

## **Conditions of Employment**

- Proof of College Diploma or training (if applicable)

There will be no relocation costs associated with this position.

Please email your resume to [Erica.couch@ctfn.ca](mailto:Erica.couch@ctfn.ca) with the competition number and title in the subject line of your email.