



Splitsin Posting Payroll & Benefits Coordinator

Company Background

The Splitsin are the most southern tribe of the Shuswap Nation, the largest Interior Salish-speaking First Nation in Canada, whose aboriginal territory stretches from the BC/Alberta border near the Yellowhead Pass to the plateau west of the Fraser River, southeast to the Arrow Lakes and the upper reaches of the Columbia River.

Position Purpose

Reporting to the Finance Director, the Payroll & Benefits Coordinator is responsible for processing payroll and employment changes, administering benefits, ensuring all employee payments and deductions are accurate, on time and in compliance with policies and laws (including Splitsin's Financial Management Law and Policies), and managing payroll and employment files and records.

Key Responsibilities of the Payroll & Benefits Coordinator include:

- Enter, maintain and update information in the payroll system
- Calculate pay and benefits entitlements
- Prepare, verify, and issue pay cheques and pay statements
- Collect, monitor and verify records of attendance, time worked, vacation, sick time, time in lieu, and leaves
- Process employment change paperwork and update employee records
- Process benefits forms
- Issue employment verification and record of employment documentation
- Reconcile payroll expenses, withholdings (taxes, EI, CPP, benefits, and pension), to GL accounts monthly and record adjustments
- Link appropriate payroll deductions to A/R as required
- Clear payroll clearing accounts on a monthly basis
- Prepare statements of earnings
- Provide information and respond to queries regarding payroll, benefits and deductions
- Stay abreast of policies and laws impacting payroll and benefits
- Maintain confidentiality regarding payroll and pay and benefits
- Maintain confidentiality regarding HR and financial transactions
- Assist team members as needed
- And other duties as assigned by the Finance Director

QUALIFICATIONS:

Education and Experience

- Diploma in Accounting or related field
- Proficient user of computer software, Xyntax knowledge is an asset
- Knowledge of MS Office is required including excellent knowledge of Excel
- Strong data entry and keyboarding skills
- At least 1 year of previous payroll experience
- Knowledge of payroll principles and minimum employment standards and labour law as it relates to payroll
- Sound administrative skills
- Ability to manage data and files efficiently and effectively
- Strong ability to organize, prioritize, multitask and manage time

- Attention to detail and high level of accuracy
- Effective oral and written communication skills
- Ability to manage stress/pressure
- Ability to work well under pressure
- Knowledge of office equipment
- Excellent teamwork
- Discretion & respect for confidentiality
- Experience working with First Nations peoples
- Knowledge of the Splatsin community is valued

Competencies

- Attention to detail and high level of accuracy
- Effective oral and written communication skills
- Ability to manage stress/pressure
- Proficient user of computer software (MS Office is required and excellent knowledge of Excel)
- Sound administrative skills and excellent teamwork
- Discretion & respect for confidentiality

CLASSIFICATION/PAY SCALE

- This is a part-time position with a maximum of 28 hours per week
- Pay range \$29.00-\$30.00 per hour

This position is right for you if you have keen attention to detail, work well in a team environment, excel when working under pressure, have an advanced ability to organize, prioritize, multi-task and manage time, and have impeccable oral and written communication skills. Previous experience working with First Nations people and knowledge of the Splatsin community are highly valued.

Please e-mail your resume and cover letter to:

Dave Liu-Calver
Interim Administrator
Splatsin
Email: hr_jobs@splatsin.ca

DEADLINE FOR SUBMISSIONS:

April 14, 2024 (4 PM, PST) (with first screening of resumes on April 2, 2024)

Please note only those chosen for an interview will be contacted.

Pursuant to section 16 of the Canadian Human Rights Act, preference may be given to applicants of aboriginal ancestry.