



PAYROLL OFFICER 213-21-1
FINANCE, CENTRAL ADMINISTRATION
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **December 8, 2021**, for the Payroll Officer with Finance, Central Administration Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

JOB SUMMARY: The Payroll Officer reports to and works under the direction and supervision of the Chief Financial Officer. The Payroll Officer works to collect, verify, and process payroll information and determine compensation and benefits for Council employees through computerized centralized payroll system. The Payroll Officer will assist the CFO by performing Payroll Services for Council Departments and Programs within the policies and procedures established for Six Nations of the Grand River.

Type	Full Time
Closing Date	December 8, 2021
Term:	Permanent
Hours of Work	35 hours
Wage	TBD

BASIC QUALIFICATIONS:

- College diploma or Bachelor degree in business or accounting, bookkeeping or payroll administration
- Minimum 3 years managing the whole payroll process for more than 300 employees
- Payroll Certification is a valuable asset
- Knowledge of Sage Payroll module is a valuable asset
- Knowledge of MS Office applications is required
- Supervisory experience is ideal
- Self-motivated; ability to prioritize and work independently
- Effective time management and organizational skills, able to meet payroll deadlines
- Attention to detail
- Some overtime may be required
- Ability to work with discretion; high level of confidentiality

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Melissa Stefureak, Staffing Officer at 519-445-2223 ext 5727 or via email at recruitment@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Payroll Officer – Full Time – 213-21-1
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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PAYROLL OFFICER
FNANCE - PAYROLL

REPORTING RELATIONSHIP:

Reports to and works under the supervision of the Chief Financial Officer (CFO);

PURPOSE AND SCOPE OF THE POSITION:

To collect, verify, and process payroll information and determine compensation and benefits for Council employees through computerized centralized payroll system.

To assist the CFO by performing Payroll Services for Council Departments and Programs within the policies and procedures established for Six Nations of the Grand River.

DUTIES AND RESPONSIBILITIES:

1. **TECHNICAL FUNCTIONS**

- Monitors and processes payroll for accurate calculations relevant to sick leave; overtime; retro-active pay; vacation pay or other types of compensation and entitlement utilizing a computerized payroll system.
- Monitors, verifies and identifies Sonics entries for Council departments and programs; noting errors for correction;
- Performs manual calculation and data entry for employees not enrolled on electronic time keeping;
- Prepares and verifies statements of earnings for employees, indicating gross and net salaries and deductions such as employment insurance, Canada Pension, garnishments and group insurance and pension plans;
- Completes, verifies and process costs for the administration of compensation pay and benefits relating to group Life and Health and Pension plans.
- Compiles statistical, financial and labour costing distribution and report statements relating to pay and benefits.
- Prepares, reconciles and balances year-end reports (eg. T '4' s, Letters of Earnings when requested and reconciles with the general ledger.

- Administers the Sage payroll system and support for Council departments; identifies and corrects errors within the payroll system.
- Monitoring/auditing all timesheets entries from all departments, eg. Hourly, salary, vacations, including all employee deductions.
- Verifies employee status with band membership department.

- Compiles payroll information for financial reporting regarding funding on monthly basis to proper departments; answers inquiries pertaining to payroll information re: salaries, pension, Life and Health which pertains to the General ledger listing.
- Compiles and submits payroll information for financial compensation for employees on programs eg. Summer students, GREAT programs.
- Compiles and processes Records of Employment for terminations, leaves of absences, end of contract etc.
- Posts all payroll entries into the computerized Sage system. ● Performs other related duties as may be required

2. ADMINISTRATIVE FUNCTIONS

- Verify payroll entries in computerized system for accuracy, each pay cycle. Ensure all payroll staff has completed entries in a timely manner to meet strict deadline for Electronic File Transfer for payroll deposits.
- Allocate salaries by cost centres as per annual budget and adjustments to fit grant funding
- Confirm payment for Employment Insurance for Accounts Payable to Canada Revenue Agency.
- Verify and confirm Workers Safety Insurance Board monthly payments for all departments.
- Comply payroll information for financial reporting regarding funding on monthly basis to proper departments; answers inquires pertaining to payroll information re: salaries, pension, Life and Health which pertains to the General ledger listing.
- Compiles and process all record of employment when employees are applying for short term disability, terminated or take leave of absence eg. Maternity, end of contracts, etc.
- Post the salaries, benefits, all payroll entries posted into the computerized Sage system.
- Assist with year-end Audit as it relates to Payroll for all departments.
- Performs other related duties as may be required by the Director of Finance or the Financial Controller.

WORKING CONDITIONS:

This is a position that will require interaction with staff, is subject to frequent interruptions and deadlines as well as unscheduled work hours; coping with many demands and time restraints on a regular basis which may lead to additional stress.

The position supervises 2 staff.

WORKING RELATIONSHIPS:

With the Chief Financial Officer

Receives day to day supervision, direction, guidance and encouragement, discusses plans, priorities and scheduling.

Receives instruction, guidance and encouragement, interacts to ensure tasks are done efficiently and effectively.

With Other Directors/Staff/Departments:

Represents and promotes Six Nations of the Grand River Elected Council in a courteous, cooperative, and professional manner, assists Directors and staff by providing information and assistance pertaining to payroll as may be requested.

KNOWLEDGE SKILLS AND ABILITIES:

- College diploma or Bachelor degree in business or accounting, bookkeeping or payroll administration
- Minimum 3 years managing the whole payroll process for more than 300 employees
- Payroll Certification is a valuable asset
- Knowledge of Sage Payroll module is a valuable asset
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IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to financial loss, poor relations, confusion, and misinformation being given to staff and government agencies.

CONTROL:

Works within administrative and financial management policies along with procedures established by Six Nations of the Grand River Elected Council and other legislation provided by the respective government agencies