



Payroll Assistant 081-23-2
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, **May 31, 2023**, for the Payroll Assistant 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.vscyperhosting.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 Assistant reports to and works under the direction and supervision of the Payroll Officer. The Payroll Assistant works to support and assist the Payroll Officer in the performance of statutory, operational, financial and administrative duties related to the payroll responsibilities.

The Payroll Assistant works within the policies and procedures established by Six Nations of the Grand River.

Type	Full Time
Closing Date	May 31, 2023
Term	Permanent
Hours of Work	35 hours per week
Wage	TBD

BASIC QUALIFICATIONS:

- College diploma in Accounting or Business WITH two (2) years work related experience; OR,
- Grade 12 Diploma (or equivalent) WITH three (3) years of electronic payroll experience.
- Intermediate Excel and Work computer skills.
- Working knowledge and experience with Sage financial software would be an asset.

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.

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 Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at StaffHR@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.
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 Assistant – Full Time – 081-23-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



CENTRAL FINANCE DEPARTMENT

POSITION DESCRIPTION

POSITION TITLE: Payroll Assistant

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Payroll Officer **PURPOSE**

& SCOPE OF THE POSITION:

To support and assist the Payroll Officer in the performance of statutory, operational, financial and administrative duties related to the payroll responsibilities.

RESPONSIBILITIES AND DUTIES:

1. TECHNICAL FUNCTIONS:

- Create electronic file for new employees utilizing HRMS and Sage data software.
- Maintain and update Sage payroll system and HRMS with correct and revised employee data.
- Assist in the verification process of the time and attendance process, increases and salary changes for all departments and programs of the Six Nations of the Grand River and related organizations.
- Maintain and update Sonics Manager System.
- Assist with processing payroll and year end reconciliation
- Assist with the preparation of T4s.
- Assist in reconciliation of payroll to the General Ledger.

2. ADMINISTRATIVE FUNCTIONS:

- Ensuring employee information is accurately recorded in the HRMS from Salary Authorization forms and Employee Information forms.
- Receive documents and forward forms to appropriate personnel as required, i.e. Verify Employee Information forms, requests for Records of Employment, Return To Work Notices, doctors notes etc.
- Troubleshoot HRMS database, notifying appropriate personnel/contacts when problems arise.
- Work with Computer Services and other technical agents in maintaining, updating and managing the Sage and HRMS database.
- Maintain proper payroll records to ensure all records are up to date and filed appropriately.
- Assist letters of income and Records of Employment.

3. COMMUNICATIONS AND LIAISON FUNCTIONS:

- Send and receive messages and documents using electronic mail.
- Acts as a liaison with other departments in matters related to payroll functions, employee information, updating files, etc.

4. OTHER FUNCTIONS:

- Perform other related duties as assigned by Immediate Supervisor
- Perform other related duties as may be required by the Chief Financial Officer.

WORKING CONDITIONS:

Subject to deadlines, interruptions; work may be subject to unscheduled hours and stress. May require extensive inter-departmental contact.

WORKING RELATIONSHIPS:

With the Payroll Officer:

Receives supervision, instruction, guidance and encouragement, interacts to ensure tasks are done efficiently and effectively and in a timely manner; discusses plans and priorities.

With Other Staff:

Courteous, cooperative and demonstrate teamwork with all Six Nations of the Grand River staff.

With the Public:

Represents and promotes Six Nations of the Grand River and community in a positive, courteous, cooperative and professional manner.

BASIC QUALIFICATIONS:

- College diploma in Accounting or Business WITH two (2) years work related experience; OR,
- Grade 12 Diploma (or equivalent) WITH three (3) years of electronic payroll experience.
- Intermediate Excel and Word computer skills.
- Working knowledge and experience with Sage financial software would be an asset.

OTHER PREFERRED REQUIREMENTS:

- Knowledge of basic office procedures and operation of office equipment.

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- Self-motivated; ability to prioritize and work independently.
- Effective time management and organizational skills, able to meet deadlines.
- Ability to work with discretion; high level of confidentiality.
- Must possess excellent reading, analytical and comprehension skills.
- Excellent attendance records to be able to timely deliver weekly deadlines.

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.

CONTROLS:

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

Due to the nature of the responsibility, most of the work must be performed from the office