



EMPLOYMENT OPPORTUNITY

Payroll & Benefits Clerk

Permanent Full-Time

Monday – Friday: 8:30 AM – 4:30 pm

Poundmaker Cree Nation has an opening for a permanent, full-time Payroll and Benefits Clerk within the Poundmaker Finance department.

Qualifications: The successful candidate will possess:

- Grade 12 or equivalent (GED)
- Training in, or demonstrated working knowledge of, computers and software, and including basic math skills
- Must be confidential and professional
- Ability to pay precise attention to detail and timelines
- Excellent communication and interpersonal skills in dealing with the employees and staff
- Good organizational skills
- Responsive, reliable, and committed to serving the employees through accurate and timely payroll, employee benefits and remittances
- Ability to speak Cree would be an asset
- A member of Poundmaker Cree Nation
- The successful candidate will be required to submit a **CPIC**

Responsibilities:

- Input bi-weekly payroll accurately and on time, including review of timesheets and calculation of hourly payroll where required
- Ensure remittances are made in a timely manner for payroll and employee benefits
- On-board new employees, including orientation to timesheets and sign up for employee pension and health benefits (as applicable)
- Work collaboratively with the Finance Director and other program managers
- Assist and take direction from the Finance Director
- Collect and input data and generate payroll and benefits reports
- Maintain employee personnel files
- Adhere to policies and meeting deadlines
- Assist with other finance functions, such as accounts payable, as requested

Send resume and covering letter **via email** to:

marvina@poundmakercn.ca or kristina@poundmakercn.ca

Or by mail to:

Poundmaker Cree Nation, P.O. Box 610, Cut Knife, Sask. S0M 0N0

Or by Fax: 306-398-2522

Deadline for Applications: Friday, February 8, 2019