



Position:	Payroll Clerk	Accountability:	Finance Manager
Hours of Work:	32 hrs/week	Employment	Full Time (Temporary)
Salary:	\$29.90/hr	Status:	
Circulation Level:	Level I	Preferences:	MFN Band Member

The Payroll Clerk will:

- Collect, verify and process payroll information and determine pay and benefit entitlements for employees within Mississauga First Nation and to provide assistance to the Accounting Department.
- Prepare and verify statements of earnings including all appropriate deductions.
- Collect and process bi-weekly timesheets following finance policy and approval process.
- Verify Employee Data Sheet is correctly completed.
- Create new employee in SAGE with employee number, employee data, account codes, rates of pay, deduction codes, etc.
- Create employee payroll file.
- Process vacation pay and other eligible income for exiting employees.
- Complete and process Record of Employment for exiting employees.
- Verify benefit and pension enrolment forms are completed.
- Calculate and deduct benefit and pension entitlements for eligible employees.
- Complete T4 statements for all employees at year end.
- Complete remittances to HRDC, Revenue Canada, WSIB, Benefit & Pension Company and Family Responsibility Centre.
- Process internal department transfers such as Pension and Benefit Insurance, Heavy Equipment, etc.
- Collect and maintain records of approved leave requests in appropriate database; Process approved deductions
- Review, note and modify accounts for any differences against the master account.
- Enter prepaid accounts into spreadsheet and ensure it balances with master account.
- Transfer prepaid accounts spreadsheet for General Ledger posting.
- Ensure completion of administrative tasks as required.
- Prepare reports and correspondence as required.
- Prepare an annual work plan and monthly report.
- Establish work priorities and ensure deadlines are met and procedures are followed.
- Develop and maintain record keeping system for the program.

The Payroll Clerk will possess the following qualifications, skills, experiences, and attributes:

- Post-Secondary Diploma in Accounting, Bookkeeping, and/or Payroll Administration field
- Certificates and/or training in Payroll Administration would be an asset.
- Two (2) years' experience in payroll with SAGE Accounting system.
- Experience working with aboriginal people, organizations and communities.
- Provide a clear Criminal Records Check (CPIC).
- Knowledge of government departments/agencies dealing with payroll.
- Excellent interpersonal skills, oral/written communication skills, organizational skills, time management skills and computer skills with SAGE software and MS Office including Access.
- Ability to work independently and within a team environment/Ability to pay attention to detail and ensure accuracy with work
- Must be caring, tactful, patient, and in good physical health.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation
P.O. Box 1299 Blind River, Ontario P0R1B0
Attention: Human Resources Department
Marked: **CONFIDENTIAL**
EMAIL: hrclerk@mississaugi.com **FAX:** 705-356-1740
Deadline: Monday, May 13, 2024

Thank you to all applicants; however, only those selected for an interview will be contacted.