



Payroll Officer Permanent Full-Time Position

At Bigstone Cree Nation, we are seeking for creative, innovative individuals with a passion for the First Nation Culture. We offer a work environment that will inspire, energize and motivate you to reach your career aspirations. We value diversity and are committed to an inclusive, accessible work environment where collaboration, understanding and mutual respect bring out the best in all of us. **The Finance Department** of Bigstone Cree Nation is seeking a highly motivated, well-organized individual, with experience working in a finance environment to fill the position of **Permanent Full-Time Payroll Officer** to join our Financial Team in Wabasca, AB.

DUTIES AND RESPONSIBILITIES:

- Administer all payroll processes for various departments;
- Verify and process required documents when a new employee is hired;
- Maintain accurate records for the database system including: entering data for new hires, departures, and internal changes;
- Prepare and process ROE's;
- Prepare and verify pay statements that provide information about each employee's earning and source deductions;
- Administer the employee Group Benefit Plans including initial set-up for new hires, employee record maintenance and status changes;
- Maintain database records of contact information, hours worked, pay, and benefits for all employees;
- Calculate and issue T4's;
- Posting payroll journal entries, including accruals;
- Perform other duties and responsibilities as required.

SKILLS AND ABILITIES:

- Excellent communication, written and interpersonal skills;
- Be respectful, honest, and trustworthy;
- Great organization skills;
- Ability to multi-task;
- Demonstrate strong professional work ethics;
- Ability to work independently, and in a team setting;
- Maintain high degree of confidentiality.

QUALIFICATIONS:

- Secondary school diploma and/or diploma in accounting or other related courses preferred;
- Payroll compliance practitioner certification is preferred but not required;
- Working knowledge in Sage 300; particularly with Payroll and GL modules;
- Knowledge with Computer software (Word, Excel, PowerPoint, Outlook);
- Knowledge in Canadian taxation, benefits/deductions, garnishments, and reporting.

Interested applicants are to submit the following documents along with their up-to-date Resume;

- ✚ Cover Letter.
- ✚ Three (3) work related references.
- ✚ Current Criminal Record Check.

If you would like to work with an amazing team of financial professionals, please submit your resume and all supporting documents in confidence to:

Colleen Alook - Human Resources
Bigstone Cree Nation
P.O., Box 960, Wabasca, AB, T0G 2K0
Phone: (780) 891-3836 | Fax: (780) 891-3888
Email: humanresources@bigstone.ca

CLOSING DATE for this employment opportunity: Until a suitable candidate is found.

We wish to thank all candidates for their interest; however, only those candidates selected for an interview will be contacted.