



Job Posting

Position Title:	Payroll and Benefits Coordinator	Competition Number:	2022-NON-04
Reports To:	Director of Finance	Union:	N/A
Position Type:	Full Time (40 hours weekly)	Hours of Work:	Monday- Friday
Closing Date:	June 3, 2022		

Position Overview

The Payroll and Benefits Coordinator will be responsible for maintaining the date accuracy of the payroll system and full-cycle processing of bi-weekly payroll for 100+ employees for both union and non-union employees, including year-end and audits. The successful candidate will also be responsible for the administration of the employee benefits program, pension plan, processes related government remittances, and the time and attendance system.

The Payroll and Benefits Coordinator also works collaboratively with and supports the overall financial management of the organization by providing vacation relief for the Director of Finance and Administration and by managing certain accounts payable and bookkeeping functions as needed to facilitate a balanced workload and segregation of key accounting functions.

Qualifications

The Payroll and Benefits Coordinator must possess:

- A diploma in Accounting, Payroll, or Business Administration.
- A minimum of three (3) years of experience in payroll and benefits administration.
- Canadian Payroll Association certification is an asset.
- Strong knowledge of Federal legislation, regulation, and requirements.
- Strong working knowledge of payroll administration, accrual accounting and general bookkeeping in accordance with Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).
- Ability to read, interpret and apply collective agreements, labour laws, and benefit plan agreements.
- Working knowledge of government remittance, HST, public service bodies rebates, and payroll reporting requirements.
- Must have a high level of discretion in handling confidential information and manage multiple items at once and prioritize tasks.
- Proficiency with computerized payroll systems, accounting software, and benefits administration programs. Maintain internal payroll databases.
- Be a team player, honest, flexible, and work closely with the Director of Finance and Administration.

- Attention to detail, a high level of accuracy, analytical and problem-solving skills.
- Practical organizational skills combined with excellent time, and stress management.
- Effective verbal, listening and written communication skills.
- Fluency either in Ojibway, Oji-Cree, or Cree would be an asset.
- An understanding and appreciation of Indigenous culture.

Duties and Responsibilities

1. Prepare union and management bi-weekly payroll which includes reviewing the time and attendance system, follow-up on anomalies, calculating net pay, uploading electronic transfer files to bank and/or issuance of cheques as appropriate, posting accounting transactions, calculating pay errors, process garnishments, issue paystubs and completing pay period end procedures while ensuring that the confidentiality, accuracy, and security of the process is maintained. Follow salary increases based on the collective agreement.
2. Administer group benefits and pension plan ensuring enrolment, changes, and terminations of participants entered in a timely manner. Administer all pension-related financial data including top-ups, terminations, and leaves of absence.
3. Administration, reconciliation, and reporting of benefits and pension plan integrated into the payroll and service provider's system.
4. Liaise with benefits provider and responsible for employee benefits update, accurate benefit deductions, and record-keeping.
5. Set up new employees in the payroll system and resolve payroll discrepancies.
6. Generate various reports and documents for management and government which includes fiscal year-end leave balances, salary and benefit accruals, record of employment (ROE), bi-monthly receiver general remittances, annual T4s, monthly WSIB remittances, biweekly and annual benefit and pension, tax-free savings, monthly union dues, monthly seniority and salary and benefit projections.
7. Serve as a primary source of information for payroll and benefits and respond to inquiries from both internal and external clients.
8. Maintain payroll files system ensuring that confidentiality is maintained.
9. Maintain a quality management environment for payroll by ensuring that the entire system is regularly documented to facilitate audits as required.
10. Responsible for preparation and submission of bank reconciliation on a rotational basis.
11. Responsible for the collection of cash/cheque from employee purchases and vending machine and completing the bank deposit.
12. Provide training on a payroll software system to supervisors, and orientation to all new hires on pay stubs, payroll, and benefits.
13. Provide salary and benefits projections for Management and Union for government legislation and collective agreement bargaining.



14. Support the organization's bookkeeping, financial and overall operation through the preparation of semi-annual HST returns and annual public service body and general HST rebates, other account reconciliations, and assist with miscellaneous accounts receivable and invoicing as assigned.
15. Contribute to team effort by accomplishing related results as needed, completing special projects, and other associated duties deemed essential by the Executive Director and/or Director of Finance and Administration.

Interested candidates may apply in person, by mail, email or fax. Your application should include the competition number (2022-NON-04), your cover letter and resume and may be submitted in confidence to:

Wequedong Lodge of Thunder Bay
678 City Road, Box 16 Fort William First Nation, ON P7J 1K3
Fax: (807) 626-9365
Email: kwright@weqlodge.org

Wequedong Lodge is an equal opportunity employer and provides accommodation for job applicants in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process. To make a request, please contact kwright@weqlodge.org.

Wequedong Lodge is dedicated to ensuring a safe, comfortable, and culturally appropriate environment for its clientele. As a tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon a Police Vulnerable Sector Check (PVSC) to ensure the absence of relevant criminal convictions.

Evidence of full vaccination will be required prior to the start of employment in accordance with our Covid-19 Vaccination Policy.

Regular attendance at work is imperative, therefore, all applicants will have to demonstrate good record to be considered for this position.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.