



Job Posting

Position Title:	Finance / Payroll Clerk	Competition Number:	2025-NON- 03
Reports To:	Director of Finance & Administrator	Union:	N/A
Closing Date:	Wednesday, October 29, 2025, at 4:00pm		

Position Overview

The Finance/Payroll Clerk will be responsible for maintaining the date accuracy of the payroll system and full-cycle processing of bi-weekly payroll for 60+ 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 to government remittances, and the time and attendance system.

Will support the day-to-day operations of the Finance Department with processing, clerical duties, maintenance, and account reconciliation related to the accounts payable system. Will be responsible for the full circle of the accounts payable functions in a fast-paced environment and is responsible for the timely and accurate processing of vendor invoices, performing monthly vendor reconciliations, data entry and other month end duties as assigned. The essential success factor for this position is accurate and expedient handling of incoming mail, invoices, packing slips, receiving reports and their subsequent processing and filing. The position reports directly to the Director of Finance & Administration.

Qualifications

The Finance/Payroll Clerk must possess:

- A diploma in Accounting, Payroll, or Business Administration.
- A minimum of three (3) years of experience in payroll and benefits administration.
- National Payroll Association certification is an asset.
- Strong knowledge of Federal legislation, the Canadian labour code, 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, while working in an unionized environment.
- 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.
- Proficient in Microsoft Office Suite, including Word and Excel, Sage 50, Paydirt and demonstrated ability to learn new software and computer systems quickly.
- Be a team player, honest, flexible, and work closely with Finance Department.
- Attention to detail, a high level of accuracy, analytical and problem-solving skills.
- Practical organizational skills combined with excellent time, and stress management.
- The ability to be bondable, dependable, have initiative, maintain strict confidentiality, and possess sound work ethics.

- Excellent 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.
- This Position require you to be onsite 5 days a week (no Hybrid)
- Driver's license and access to a vehicle is required-
- Must be available to work holidays and weekends as the position requires.

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 and non-union salary scales.
2. Set up new employees in the payroll system and resolve payroll discrepancies.
3. Serve as a primary source of information for payroll and benefits and respond to inquiries from both internal and external clients.
4. Maintain payroll files system ensuring that confidentiality is maintained.
5. Provide salary and benefits projections for Management and Union for government legislation and collective agreement bargaining.
6. Administer group benefits and pension plan ensuring enrolment, reconciliation, changes, and terminations of participants entered in a timely manner. Administer all pension-related financial data including top-ups and leaves of absence.
7. Liaise with benefits provider and be responsible for employee benefits update, accurate benefit deductions, and record-keeping.
8. Prepare reports including record of employment (ROE), bi-weekly/monthly and prepare T4's annually.
9. Preparation and submission of bank reconciliation on a rotational basis for review a signing by CEO.
10. Collection and counting of cash/cheque and completing the bank deposit on a rotational basis.
11. 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.
12. Work with a chart of accounts to properly allocate invoices.
13. Receive invoices and credit card statements, reconcile, code and enter.
14. Maintaining historical records of all invoices by saving documents properly in appropriate files
15. Assist with year-end processes.
16. Execute day-to-day administrative tasks as needed.
17. Attend required meetings as needed.
18. Contribute to team effort by accomplishing related results as needed, completing special projects, and other associated duties deemed essential by CEO 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 **(2025-NON-03)**, your cover letter and resume and may be submitted in confidence to:

Wequedong Lodge of Thunder Bay
684 City Road, Box 20, Fort William First Nation, ON P7J 1K3
Fax: (807) 626-9365

Email: hr@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 hr@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.

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.