



PAYROLL CLERK

DESCRIPTION

Paqtnkek Mi'kmaq Nation is currently seeking a dedicated and detail-oriented individual to join our team as a Full-Time Permanent Payroll Clerk. This position offers an exciting opportunity to contribute to the efficient and accurate processing of payroll within our community. Preference will be given to Indigenous candidates.

We offer competitive compensation and benefits, along with a supportive and inclusive work environment. If you are a motivated individual with a passion for accuracy and integrity in payroll processing, we encourage you to apply.

RESPONSIBILITIES

- Process payroll accurately and timely for all employees of Paqtnkek Mi'kmaq Nation.
- Responsible for accounts receivables, pension and group benefits.
- Maintain employee records and ensure compliance with relevant regulations.
- Calculate wages, deductions, and adjustments as per established policies and procedures.
- Assist with the preparation of payroll reports and documentation.
- Respond to employee inquiries regarding payroll matters.
- Collaborate with other departments to ensure payroll information is accurate and up-to-date.

QUALIFICATIONS

- Previous experience in payroll administration is preferred.
- Familiarity with payroll systems and software.
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Ability to maintain confidentiality and handle sensitive information.
- Effective communication skills, both verbal and written.
- Proficiency in Microsoft Office Suite, particularly Excel.

If you possess a combination of educational qualifications and hands-on experience in financial management within a First Nations context, we invite you to apply.

To apply, please submit your resume and cover letter to David Kearns at david.kearns@paqtnkek.ca by April 30th 2024. Paqtnkek Mi'kmaq Nation is an equal opportunity employer. We encourage applications from individuals of Mi'kmaq Indigenous descent and other diverse backgrounds.

We thank all applicants for their interest in joining Paqtnkek Mi'kmaq Nation; however, only those selected for an interview will be contacted.

