



## EMPLOYMENT OPPORTUNITY

### Human Resource/ Payroll Coordinator Internal/External Posting Full Time Permanent Position

**Posting Date:** July 26, 2018

**Closing Date:** August 8, 2018 – 4:00 pm

#### **Overview**

Under the direction of the Director of Operations, the Human Resource / Payroll Coordinator will provide Human Resource support for the First Nation, assisting with development, implementation and maintenance of policy, processes, reporting/auditing and system databases. They will be responsible to administer and process bi-weekly payroll runs and administer group benefit plans, as well as ensure adherence to all statutory obligations.

#### **Summary of Duties**

- Maintaining HR and First Nation policies, ensuring communication and updating of policies as per legislative and regulatory requirements
- Development of consistent recruiting practices such as posting, selection and onboarding
- Assist in coordinating training for employees - gap assessment, annual training plan
- Assist with the development of a computerized Human Resource Information System
- Maintenance of employee information
- Develop templates and statistical information to assist with current & future staffing trends of the First Nation
- Responsible to administer computerized payroll runs on a bi-weekly basis with Xyntax Accounting Program.
- Ensure payroll remittances are completed
- Reconcile Group Insurance and Pension Benefits monthly and submit to finance for payment.
- To provide maintenance of personnel and attendance files on a daily, weekly, and monthly basis.
- To work with the benefit carrier coordinating short term and long term leave programs for the First Nation
- Coordinate and provide training on WSIB for the First Nation
- To administer the benefits package for group insurance and group pension for full time employees
- Complete medical, vision care, and dental claim forms for employees who are part of group insurance plan.
- Complete annual information returns to Superintendent of Pensions.
- Complete annual report to INAC re: Band Employee Benefits
- Prepare employee T4's annually
- Effectively utilize Xyntax, Excel and Word Software.
- Effectively communicate with staff, maintaining a high level of confidentiality
- Must have a sound knowledge and understanding of the policies and procedures for personnel policy, group insurance policy, and group pension policy.
- Other duties as required

#### **Qualifications**

- Post-Secondary Diploma – human resources, accounting and/or business-related course
- Minimum of 3 years experience in HR / Payroll role
- Previous experience working in a First Nation is considered an asset
- Must be currently enrolled or willing to enroll in Canadian Payroll Association online program.
- Previous experience working with/managing WSIB, benefit and pension plans
- Knowledgeable of Federal Employment Laws and Best Human Resources Management Practices
- Excellent verbal & written communication skills; comprehensive experience writing reports, letters, policies
- Professional self-starter capable of maintaining confidentiality; demonstrated exceptional organizational & time management skills, including attention to detail and multitasking
- Ability to work as part of a team or independently
- Sound computer skills in Xyntax & Microsoft Office software.
- Ability to work flexible hours as required

Please forward a cover letter, resume and three professional references by 4:00 pm, August 8, 2018 to:  
[recruitment@picriver.com](mailto:recruitment@picriver.com)

Debi Bouchie, Director of Operations  
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*(Incomplete Applications will be screened out.)*

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