



huu ayaht

ANCIENT SPIRIT, MODERN MIND

## Job Posting

**Position:** Full time Payroll and Benefits Clerk

**Location:** Port Alberni Government Office with some travel to Anacla Government Office

**Authority Relationship:** Reports directly to the Finance Manager

**Salary Range:** Dependent on Experience and Education

**Position Summary:** The Payroll and Benefits Clerk is responsible for the clerical work involved in the accurate preparation, calculation and completion of payroll for government staff.

### Key Accountabilities:

- Supporting the control systems necessary to ensure the effective administration of HFN payroll, benefits, tax remittances, WCB and CMHC reporting.
- Maintaining confidentiality and neutrality at all times.
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.

### Job Duties:

- Assists with month end closing activities.
- Process bi-weekly payroll for HFN employees
- Periodic processing of Committee Honoraria, student living out allowances, elder distributions, and other payments.
- Manage and update employee profiles
- Reconcile payroll taxes, health and pensions benefits and submit remittances
- Quarterly calculation of WCB premiums due
- Enroll, maintain and reconcile health and pension benefits
- Great West Life, Manulife and MSP premiums monthly remittances
- Import reconciled batches to Sage in both General Ledger and Payment modules
- Year End reconciliations, i.e. PIER reporting for adjustments
- T4, T4A and T4NRs prepared and submitted to CRA
- Follow all COVID19 safety and cleaning precautions
- Other duties as assigned

### Operational Requirements:

- Valid class 5 driver's license.
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background check, including employment verification, reference checks, credit inquiries and education/credential verification.

### **Education and Experience Requirements:**

- Demonstrated ability and experience in upholding the HFN Organizational Values: Professionalism, Respect, Health, Effective Communication, Trust, Support.
- Experience in bookkeeping and accounting support, including Payroll, AR, AP and GL reconciliation is desirable.
- Willingness to pursue and complete the Payroll Compliance Practitioner (PCP) certification through The Canadian Payroll Association. Tuition and CPA membership fees will be covered by employer.
- Ability to use Microsoft programs such as outlook, word, excel, teams (Zoom) and power point.
- Strong attention to detail.
- Strong computer skills, including spreadsheets and accounting software.
- Excellent oral and written communications skills
- Demonstrated ability to work independently and as part of a team
- Ability to promote a performance-focused environment in alignment with the HFN's values, culture and business goals.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huvayaht.org](mailto:HR@huvayaht.org) or by fax 250-728-1222 or mail att: Human Resources Manager, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4. Please quote Payroll and Benefits Clerk Job Posting. Closing date for this position is on November 21, 2022, at 4:00pm.



# huu ay aht

ANCIENT SPIRIT, MODERN MIND

**Vision** - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

**Mission** - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

## HUU-AY-AHT FIRST NATIONS VALUES

### PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

### RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

### HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

### EFFECTIVE COMMUNICATION

- Think twice, speak once

- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

### TRUST

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

### SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other