



PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

www.CTFN.ca

Employment Opportunity



Job Title:	#25- 192 Payroll and Benefits Administrator
Department:	Finance
Status:	Permanent, Full-Time
Salary:	C/TFN Wage Scale Level 5-9 (\$27.92-\$43.63/hr)
Closing Date:	September 25 th , 2025

This posting is to fill one (1) permanent full-time position. This is a two-week posting and will be closing at 11:59pm on September 25th, 2025. Candidates are encouraged not to delay submitting their application. Resumes will be regularly screened until the position is closed.

We encourage all qualified candidates to apply. However, preference will be given to C/TFN Citizens, associate members and Indigenous Candidates.

Carcross/Tagish Mission Statement

The Carcross/Tagish First Nation is mandated to protect the environment, health and wellness, education and aboriginal rights of our citizens; to continue to preserve and protect our culture, traditions, and languages; to protect and develop our natural resources

and strengthen our economy and the Carcross/Tagish First Nation Government for our future generations.

Your Role

Reporting to the Senior Finance Manager, the Payroll and Benefits Administrator is responsible for providing payroll services to all employees and other citizens of C/TFN ensuring that bi-weekly pay is processed accurately and in a timely manner. This position is responsible for the year-end filing of T4's, T4A's and other annual filing requirements and reconciliations. Also responsible to assist with year-end working papers for external audit and providing support to the Finance Team. Payroll actions are governed by C/TFN Personnel and Financial Policy, federal and territorial legislation and Canada Revenue Agency Regulations. Payroll must also follow Canada Labour Code and Workers Compensation Board regulations.

Your Benefits

We are pleased to offer a comprehensive package that includes competitive salaries, and ample job opportunities for professional growth. In addition, we provide a gas stipend for those who live more than 25kms from Carcross, and contributions to RRSP's, ensuring that you are supported both professionally and personally.

Duties and Responsibilities

- Full cycle biweekly payroll processing for salary and hourly employees
- Collects, prepares, verifies and inputs time sheet data from Time Star and other source documents into Sage 300 ERP system; ensuring premium and overtime pay is applied in accordance with C/TFN Policies.
- Administers payroll benefits for employees and completes related reporting documents requested internally or by third parties
- Sets up and maintains personal payroll files, TD1 and bank information for employee's EFT's
- Responsible to prepare and process payroll documentation filings (T4's, T4A's, etc.) on an annual basis.

- Prepares payroll files in payroll module and reconciles to the general ledger
- Maintains time & leave tracking system – Time Star
- Responds to payroll inquiries from staff
- Issue record of employment (ROE)’s and prepare payroll reports as requested
- Assist with other payroll duties, as assigned
- Calculates and inputs pay adjustments resulting from merit increases, leave without pay, general increases, reclassifications, promotions and other.
- Calculates, sets up and remits payroll deductions required by federal or territorial laws, Canada Revenue Agency, Workers Compensation Board, C/TFN and ensures that all payroll deductions and sub-ledger accounts are reconciled on monthly basis
- Reconciles balance sheet accounts that are relevant to payroll
- Other assigned Finance duties as required

Essential Qualifications

Please submit your resume, clearly highlighting how you meet the qualifications outlined below. Candidates who are selected for further consideration will be based solely on the information provided in your resume.

- Grade 12 or GED
- Completed or working towards completion of CPA (payroll) certification
- Prior experience with administering payroll and benefits

Desired Knowledge, Skills, and Suitability

- Experience with file management
- Experience participating in multidisciplinary teams
- Knowledge of C/TFN governance, culture, traditions, goals and objectives
- Strong written and verbal communications skills

- Experience using MS Office (Word, Excel, etc.), accounting software (Sage) experience considered an asset at an intermediate level
- Ability to work effectively and efficiently, both independently and as part of a team
- Very strong time management, organization and prioritization skills
- Ability to maintain confidentiality

Conditions of Employment

- RCMP Criminal record check
- Valid class five driver's license
- Copy of CPA certification

Please note: Relocation assistance will not be provided with this position. This is an in office position, and the successful candidate would be needed on site.

Please submit your resume with the competition name and number to erica.couch@ctfn.ca before 11:59pm on September 25th, 2025.