



## CARCROSS/TAGISH FIRST NATION

# EMPLOYMENT OPPORTUNITY

**Job Title:** Auxiliary Payroll Benefit Administrator

**CLOSING DATE:** July 31, 2019

**DEPARTMENT:** Finance & HR

**STATUS:** Full-Time On Call

**SALARY:** \$25.73 - \$33.00 / Hr depending on experience and education

### **JOB SUMMARY**

Under the direct supervision of the Carcross/Tagish First Nation (C/TFN) Finance Manager and/or Chief Financial Officer the Payroll and Administrator is responsible for providing payroll service to all employees and other citizens of C/TFN, administrates benefits, ensuring that biweekly pay is processed accurately and in a timely manner. Payroll actions are governed by C/TFN personnel policy, other C/TFN policies and procedures, federal and territorial legislation and Canada Revenue Agency regulations. Payroll must also follow labor standards and Workers Compensation Board regulations.

### **QUALIFICATIONS**

- Completion of grade 12 and Bookkeeping Experience or Business Administration Certificate; but will accept persons with successful experience working as a payroll clerk benefit administrator
- Experience working with Sage 300 ERP (ACCPAC)
- Experience in the Finance/Accounting field in first nation communities
- Excellent communications skills
- Ability to work in a team environment with minimal supervision
- Experience working with computerized accounting systems
- Experience maintaining and managing a filing system
- Knowledge of C/TFN history and culture would be an asset

### **CONDITION OF EMPLOYMENT**

- Valid Yukon Class 5 driver's license
- High level of regular/irregular critical deadlines
- Dealing with constant interruptions
- 80% of working hours are generally comprised of assisting the director of finance
- Must have criminal record check

An eligibility list will be established from this competition. No compensation will be given for moving costs and must be eligible to work in Canada.

**We thank all those who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Carcross /Tagish First Nation citizens on all competitions for C/TFN.**

Candidates applications/resumes should clearly demonstrate their related qualifications, since selection for further consideration will be based on the information provided. Job descriptions are available from the C/TFN Human Resource Department

**APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.**

Please apply to:

Carcross/Tagish First Nation

Finance & HR Department

Box 130, Carcross, Yukon Y0B 1B0

Phone: (867) 821-4251 Ext 8213 or 8269 Fax: (867) 821-3903

Email: [humanresources@ctfn.ca](mailto:humanresources@ctfn.ca)