



Job Posting

Position: Payroll & Benefits Coordinator

Department: Finance

Department Term: Full Time – 35 hours per week (Funding based position)

Start date: ASAP

Wage: Grade 5 (\$23.16-30.36)

Reports to: Chief Financial Officer

Role: ensure the Payroll and benefits associated functions are provided in compliance with the Upper Nicola Financial Administration Law, Personnel Policies and Procedures and Federal Labour Code legislation.

Key Responsibilities:

- Processing bi-weekly payrolls.
- Calculate benefits and other entitlements as required and Maintain payroll deductions in relation to benefit program.
- Undertake payroll & benefits related filing and provide assistance to staff and managers.
- Administration of employees' health benefits and pension plan, including responding to internal & external payroll concerns or inquiries
- Manage ongoing benefit invoice reconciliations and ensure benefit premiums are paid in a timely manner.
- Using PayWorks HRIS system and Xyntax software to complete assigned duties.

Qualifications/Experience:

- Grade 12 education or equivalent required.
- A Clean Criminal Record Check is required.
- A Valid BC Driver's License is required.
- Completion of a bookkeeping or payroll course is required.
- A minimum of two years' experience in a payroll function is preferred.

Knowledge/skills/abilities

- Must be familiar with the use of PayWorks & Xyntax Software or be willing to be trained.
- Knowledge of general accounting procedures and proficiency in data entry.
- Must be able to work independently and in a team environment, work well under pressure, meet deadlines, and pay close attention to details.
- Be extremely well organized.
- Possess good judgment, tact, strong interpersonal skills and demonstrate initiative.
- Must be able to maintain confidentiality.

Send cover letter and resume by via hand delivery, mail, or e-mail on or before April 30th 2024, to:
HR - Upper Nicola Band – General Delivery, Douglas Lake, BC V0E 1S0 hr@uppernicola.com

Upper Nicola Band thanks all applicants. Only those short-listed for an interview will be contacted.