



32 Machishteweyaaau Street
Nemaska, Quebec, J0Y 3B0

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EMPLOYMENT OPPORTUNITY 2nd Posting

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

TITLE: Payroll Clerk
Location: 32 Machishteweyaaau Trail, Nemaska, Quebec, J0Y3B0
Salary: (\$42,741 min. - \$64,111 max.) plus northern allowance
Closing Date: March 4, 2025
Employment Status: Permanent, subject to 3-month probation

Summary of Position:

The Payroll Clerk performs a variety of basic financial, administrative, and clerical duties, specifically with respect to the administration of payroll, benefits, and related programs, in accordance with the established procedures and policies of the Cree Nation of Nemaska.

Duties and Responsibilities

General Responsibilities:

- Perform data entry of payroll and benefits information; verify coding and prepare employee payments as per the established process.
- Determine pay and benefit entitlement for employees of the Cree Nation of Nemaska while respecting policies and specific agreements.
- Once approval is obtained, process payroll for employees in an accurate and timely manner, e.g., verify salaries, benefits, hours of work, deductions, etc.
- Complete, verify, and process forms and documentation for the administration of benefits, such as pension plans, leaves, etc.
- Make all monthly deduction payments on time.
- Prepare and balance period-end reports, reconcile issued payroll to bank statements, and update and maintain official employment payroll files with necessary changes and approvals.
- Provide information to employees on payroll matters, benefit plans, and other provisions

Administration and Reporting Responsibilities:

- Update and maintain payroll records on all employees, including employee data, deductions, garnishments, and adjustments, including necessary changes and approvals.
- Process all required forms to verify they are properly signed and approved, in compliance with established policies and procedures.
- Import and verify payroll journal entries in the General Ledger.

Additional Responsibilities:

- Maintain up-to-date knowledge and skills in area(s) of responsibility through attendance at meetings, conferences, and training seminars.
- Act as a back-up or replacement for members of the Finance Department.
- Perform other duties as required.

Qualifications:

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

Education:

- High School Diploma and additional training in a related field.

Experience:

- One year or less of relevant experience.

Languages:

- Spoken fluency in Cree and English.
- Written fluency in Cree and English.
- Fluency in French is an asset.

Knowledge and abilities:

- Proven ability to keep information confidential
- Customer-focused and service-oriented
- Demonstrated attention to detail and accuracy
- Proven ability to follow established processes
- Knowledge of Sage 300 accounting software is an asset

Working Environments

The Payroll Clerk works from an office at the Administration Building and is responsible for working from 9:00 a.m. to 5:00 p.m. with one (1) hour off for lunch. In addition, occasional attendance at odd hours and weekends may be required, especially during month-end and year-end periods.

Information to be provided

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications

Please forward this information at the attention of:

Lori-Ann Wapachee
Director of Human Resources
Cree Nation of Nemaska
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Nemaska, Quebec
JOY 3B0

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