



# Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Tofino, BC V0R 2Z0

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## Job Posting – Payroll Clerk

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### Position Details:

Department: Finance and Administration  
Location: Main Office  
Reports to: Finance Manager

### Salary information:

Status: Fulltime, Permanent  
Probation Period: 3 months  
Wage: \$24 - \$26 per hour

### Position Summary:

Tla-o-qui-aht First Nations Administration seeks a highly motivated individual with a strong eye for attention to detail to fill the full-time position of Payroll Clerk. Based out of the Tla-o-qui-aht Office in Tofino, applicants will be reporting to the Finance Manager on all aspects of payroll.

### Culture Commitment

The Payroll Clerk upholds the culture of the Tla-o-qui-aht First Nations by providing services to the Nation in a manner that is transparent, honest, and respectful. These services strengthen the Nation's capabilities of providing and improving the quality of life for all.

### Duties and Responsibilities:

#### Accounts Payable

- Process bi-weekly payroll accurately and timely for the Nation's staff.
- Confidentiality, attention to detail, establish priorities, met deadlines, customer oriented, integrity, trust
- Obtain and examine employee timesheets to ensure accuracy, thoroughness, and manager signatures.
- Keep a precise database with pertinent employee data and process payroll to guarantee that any ensuing payroll adjustments are handled accurately and on schedule.
- Gather and monitor information on insurance payouts, salary deductions, and leaves of absence.
- Observe the payroll procedures of the Nation's policy while hiring and terminating staff.
- Other ad hoc finance duties as required.

*The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.*

### Qualifications:

#### Education, training and certificates

- High School Diploma
- Post secondary diploma in business of administration, finance or accounting would be an asset.

#### Work experience

- 1 year experience in an administration setting, working with finances and payroll.
- Data entry experience

#### Knowledge, skills, abilities, and attributes

- Knowledge:
  - MS Office, payroll and benefits software
- Skills and abilities:
  - Organizational skills, time management, written and verbal communication, interpersonal skills, accurately perform mathematical computations, high attention to detail.

#### Additional assets

- Preference for a qualified Aboriginal candidate
- Knowledge of Paydirt software an asset
- Preference for a financial or accounting certification or education (in process acceptable)
- Preference for Canadian Payroll Association education and/or certificate

#### **Working Environment:**

#### Work Conditions

- Works in an office setting, primarily in a stationary position for the majority of the day.
- Uses computer and telephone throughout day.

#### Physical requirements

- Must be able to remain stationary for prolonged periods of time.

#### Travel requirements

- May be required to travel by car.

#### **Applications accepted until position filled**

Submit your resume, cover letter, and reference letters to:

Human Resources

PO Box 18 Tofino, BC V0R 2Z0

Email: [jobs@tla-o-gui-aht.org](mailto:jobs@tla-o-gui-aht.org) Fax: 250-725-3352