



huu ayaht

ANCIENT SPIRIT, MODERN MIND

**Full Time Position:** Payroll Clerk

**Location:** Finance, Port Alberni

**Salary:** \$17.56 - \$25.00 per hour, depending on education and experience

**Authority Relationship:** Reports to Finance Manager

**Application Requirements:** Cover letter & Resume

### **Function and Job Summary:**

The Payroll Clerk is responsible for the clerical work involved in the accurate preparation, calculation and completion of payroll for government staff.

### **Key Accountabilities**

- Supporting the control systems necessary to the effective administration of HFN payroll, benefits, tax and WCB remittances
- Assist with month end closing activities
- Maintaining confidentiality and neutrality at all times
- Periodic processing of Committee Honoraria, student living out allowances, elder distributions, and other payments
- Manage and update employee profiles
- Enroll, maintain and reconcile health and pension benefits
- Reconcile payroll related taxes, health and pension benefits, and submit remittances.
- Quarterly calculation of WCB premiums due
- Import reconciled payroll data into Sage accounting software
- Year end reconciliation, i.e. PIER reporting for adjustments
- T4, T4A and T4NRs prepared and submitted to CRA
- Follow all COVID19 safety and cleaning precautions
- Other duties as assigned

### **Operational Requirements**

- Valid Class 5 Driver's License
- Some travel, including overnight and or weekends
- Willingness and ability to work overtime, including evenings and weekends
- Successful background checks, employment verification, criminal records checks, reference checks, and education/credential verification



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### Education and Experience Requirements

- Willingness to pursue and complete the Payroll Compliance Practitioner (PCP) certification through The Canadian Payroll Association. Tuition and CPA membership fees will be covered by Huu-ay-aht.
- Experience in bookkeeping and accounting support, including Payroll, AR, AP and GL reconciliation is desirable.
- Ability to use Microsoft programs such as outlook, word, excel, teams (or zoom) and power point.
- Excellent oral and written communication skills
- Demonstrated ability to work independently and as part of a team
- Ability to work in a performance-focused, fast-paced environment in alignment with the HFN's values, culture, and business goals

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail Att: Human Resources Manager, 4644 Adelaide Street, Port Alberni, BC, V9Y 6N4. Please quote Administrative Support Worker Job Posting. Closing date for this position is **February 4, 2022** at 4:00 pm.



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**Vision** - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

**Mission** - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

### **Huu-ay-aht First Nations Values**

#### **PROFESSIONALISM**

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

#### **RESPECT**

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

#### **HEALTH**

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

#### **EFFECTIVE COMMUNICATION**

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

#### **Trust**

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

#### **SUPPORT**

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other