



Employment Opportunity

Position: Payroll / Finance Manager
Location: Work from home
Status: Permanent / Full-time
Closing Date: Until filled

Reporting to the Chief Financial Officer (CFO), the Payroll / Finance Manager provides leadership and oversight of the full suite of payroll functions as well as strategic finance activities.

Responsibilities include but are not limited to:

A. Provide leadership and oversight of the payroll team by

- Providing daily direction to the payroll team, with a focus on building knowledge and skills
- Ensuring that all positions are staffed with qualified employees, with the consideration for the development of Tahltan Nation members in accordance with TNDC's hiring preference
- Ensuring the payroll team is cross trained to create redundancies and minimize operational risks
- Adhering to TNDC's HR Manual when recruiting, supervising, evaluating and performance managing staff
- Providing coaching and feedback to the team on a frequent basis to help them grow and take on additional projects

B. Operational Payroll

- Supporting the CFO in the annual audit process, working with the Payroll team to minimize external auditors time and expense, resulting in a positive audit report
- Supporting the CFO to ensure that all corporate and external financial reporting obligations (i.e. EI, CPP, WCB etc.) are met
- Establishing a monthly, quarterly and annual calendar to meet payroll requirements
- Working with payroll team to ensure all payroll processes are followed
- Doing routine quality control of payroll entries and transactions, including payroll and benefits administration
- Ensuring that vacation pay, ROE's, T4's and T4A's are all issued according to provincial and federal requirements
- Ensuring that the group benefits plan is administered correctly, and activities are completed in a timely manner, including responding to employee inquiries, processing deductions and registering new employees
- Working with the payroll team to ensure payroll related general ledger accounts are reconciled
- Provide relevant monthly, quarterly and annual reports to CFO, CEO and Board regarding employee data and payroll related items

C. Policies and procedures

- Working with the CFO, ensure that there are accurate payroll policies in place to ensure risk management and financial compliance
- Working with the payroll team, ensure that operating procedures exist for all payroll tasks / functions
- Accurately maintain databases and filing systems

D. Strategic Finance

- Assist the CFO with general year end and audit requirements
- Conduct quarterly reconciliations across all accounting streams
- Review monthly expense coding and give feedback to managers to help educate them on the correct coding to improve the overall financial data and reporting

E. Special Projects

- Work with the CFO on special projects as required

SAFETY FIRST, SAFETY ALWAYS

F. Other related duties as required by the organization

Qualifications and experience:

- Any of the following designations are preferred: Payroll Compliance Practitioner (CPC); Certified Payroll Manager (CPM); CA, CGA or CMA financial designation; FNFM administration designation OR Grade 12 with significant advanced training and working experience in various aspects of payroll and accounting/finance
- At least two (2) years' experience working in a payroll or accounting/finance leadership role
- Extensive experience working with Microsoft Excel is required
- Experience working with computerized payroll and accounting/finance programs required (Contract Manager or Eclipse experience is an asset)

Knowledge, Skills and Abilities:

- Knowledge of General Accepted Payroll Principles (GAAP) & BC Employment Standards Act
- Ability to develop and contribute to a positive corporate culture, and a fair and respectful workplace
- Exceptional organizational and time management and decision-making skills with excellent attention to detail
- Ability to coach and mentor staff to build individual and organizational capacity
- Ability to work effectively as part of a team
- Strong verbal and written communication skills
- Ability to work independently and efficiently
- Ability to pay strict attention to detail and accuracy
- Ability to meet deadlines and effectively manage stress
- Ability to establish and maintain confidentiality
- Ability to maintain polite and professional communication via phone, email, and in person
- Ability to interpret applicable legislation and conduct relevant research and analysis
- Ability to accurately maintain files, records and correspondence
- Knowledge of general office practices and procedures

Conditions of Employment

- ability to pass a mandatory pre-employment drug and alcohol screening
- willingness to sign an Oath of Confidentiality
- Full disclosure of criminal record and current criminal record check
- Valid class 5 driver's license and willing to provide a current driver abstract
- Willingness to work occasional overtime during peak or critical work periods

Please apply to:

Human Resources, Tahltan Nation Development Corporation
PO Box 250 | IR #9 Hwy 37N
Dease Lake, BC VOC 1L0
Fax: 250.771.5454
Email: jobs@tndc.ca

Only applicants selected for an interview will be contacted. Tahltans and Tahltan Associates are encouraged to apply.