



P: 250.567.9293 | F: 250.567.2998  
135 Joseph Street, Vanderhoof, BC, V0J 3A1  
[www.saikuz.com](http://www.saikuz.com)

## Payroll Clerk

Supervisor: Finance Manager  
Hours: Full-time, Permanent  
Wage Range: \$23 - \$25  
Start Date: 18/11/2024

## Job Summary:

- The Payroll Clerk is responsible for ensuring that employees of saki'uz First Nation and its Companies are paid accurately and on time, and that Government requirements are met on a monthly, quarterly, and annual basis

## Qualifications & Skills

- 2+ years of experience with Payroll, federally regulated an asset
- Diploma or certificate from an Office Administration program is considered an asset.
- Excellent organization skills and attention to detail
- Communicate effectively, both verbally and in writing
- Punctual, reliable, and responsible
- Familiarity and understanding of First Nations operations and Fund Accounting is an asset
- Experience with accounting software: specifically, Paydirt and Agadio are assets
- Proficient in Microsoft Office; Word, Excel and Outlook
- A valid BC Driver's License and reliable vehicle

## Responsibilities:

- Verify employee hours worked
- Maintain and update employee information
- Create supporting documentation for payroll
- Verify payment journal to timesheets
- Electronic payroll submission to bank
- Create reports to manage payroll payments, deductions, and other regular modifications
- Run reports for monthly, quarterly, and annual remittances
- Reconcile month end payroll accounts
- Prepare and reconcile T4's, ROE's and other government requirements
- Occasional coverage of Accounts Payable
- Organizing, filing and other administrative duties as necessary

To apply, submit a copy of your resume to the Band Office or via email at [resume@saikuz.com](mailto:resume@saikuz.com).

If submitting via email, include the position title in the subject line.

**We thank everyone for their interest; however, only those selected for an interview will be contacted.**