



P: 250.567.9293 | F: 250.567.2998
135 Joseph Street, Vanderhoof, BC, V0J 3A1
www.saikuz.com

Payroll Clerk

Position ID: F-2301

Hours: Full-time, permanent

Saik'uz First Nation is an Indigenous nation in central BC dedicated to providing quality, timely services to its members and supporting its employees through competitive benefits, professional development opportunities, and compassionate leadership.

Responsibilities

The Payroll Clerk is responsible for ensuring that employees of Saik'uz First Nation and its companies are paid accurately, on time, and that government requirements are met on a monthly, quarterly, and annual basis. Duties include, but are not limited to:

- Maintaining and updating employee information
- Creating supporting documentation for payroll
- Electronic payroll submission to bank
- Creating reports to manage payroll payments, deductions, and other regular modifications
- Running reports for monthly, quarterly, and annual remittances
- Reconciling month end payroll accounts
- Preparing and reconciling T4's, ROE's and other government requirements

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

Wage & Benefits

- \$24-26/hour (experience dependent)
- Medical (including vision care), dental, disability, and life insurance benefits
- Paid vacation, sick, and parental leaves and cultural days

How to Apply

- Email your resume to resume@saikuz.com with the position ID in the subject line.

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