



EMPLOYMENT OPPORTUNITY

POSITION: Payroll/Finance Officer - Second Posting
LOCATION: Board Admin Office
SALARY: Starting Salary \$25.14 per hour
START DATE: Immediate

Under the direct supervision of the Finance Manager, and the general supervision of the Senior Business Official and Kinoomaagewi Gimaa (Director of Education).

RESPONSIBILITIES:

- Administer the W.U.T. Personnel Policy and Procedures, ensuring the adherence by all employees.
- Ensure all appropriate documentation is processed on either the hiring or termination of employees.
- Administer all employee pension plans (i.e Teacher's Pension Plan).
- Ensure compliance with all government payroll regulations.
- Ensure the processing and maintenance of periodic accounting payroll information.
- Ensure and maintain all attendance records, leave credits, vacation and other benefit entitlement for all employees.
- Ensure the maintenance and submission of monthly and annual reports to the various agencies such as the Teacher's Pension Plan Board, WSIB, CINUP and other related benefit plans.
- Assist the Finance Officer in processing accounts payable when necessary.
- Assist in the preparation of financial information summaries for monthly reports and also year-end audit information requirements.
- Perform other related duties as may be delegated from time to time by the Finance Manager.

QUALIFICATIONS:

- Grade 12/or college graduate in the business field and/or demonstrated work experience is preferred.
- Strong organizational skills and working knowledge of up-to-date software applications including but not limited to Sage Software, MS Word, Excel spreadsheets, E-mail, and Internet.
- Ability to work independently with minimal supervision and as a team player.
- Knowledge and appreciation of Anishinabek Culture, Traditions, Language, and History.
- Provide a cover letter, resume and 3 current work-related references.
- Provide current CPIC with Vulnerable Sector Screening upon offer of employment.

DEADLINE:

ONGOING

DIRECT APPLICATIONS TO:

"Payroll/Finance Officer"
Wikwemikong Board of Education
34 Henry Street
Wikwemikong, ON P0P 2J0
Email: applications@wbe-education.ca
Tel: (705) 859-3834 Fax: (705) 859-3787

Preference will be given to Indigenous applicants. Self-identification is encouraged.

Only those selected for an interview will be contacted.