



**EMPLOYMENT OPPORTUNITY**

**Position:** Senior Payroll Clerk  
**Salary:** Starting Salary @ \$35.95 per hour  
**Location:** Wiikwemkoong Board of Education Office  
**Start Date:** Immediate

---

Under the direct supervision of the Finance Manager and the general supervision of the Senior Business Official, the Senior Payroll Clerk will perform the following duties/responsibilities:

- To administer the W.U.T. Personnel Policy and Procedures, ensuring the adherence by all employees
- To ensure all appropriate documentation is processed on either the hiring or termination of employees
- To administer all employee pension plans (i.e Teacher's Pension Plan)
- To ensure compliance with all government payroll regulations
- To ensure the processing and maintenance of periodic accounting payroll information
- To ensure and maintain all attendance records, leave credits, vacation and other benefit entitlement for all employees
- To 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
- To assist the Finance Officer in processing accounts payable when necessary
- Assisting in the preparation of financial information summaries for monthly reports and also year-end audit information requirements
- By performing 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
- Provide 3 current references
- Must submit a current (original) criminal/vulnerable reference check (within the last 90 days) prior to employment

**CLOSING DATE:** Thursday December 5th, 2024 @2pm

**DIRECT APPLICATIONS TO:** "Senior Payroll Clerk"  
Wiikwemkoong Board of Education  
34 Henry Street  
Wikwemikong, ON P0P 2J0  
Email: [applications@wbe-education.ca](mailto: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 candidates selected for an interview will be contacted.\***