



EMPLOYMENT OPPORTUNITY

Position: Senior Payroll Clerk (2nd Posting)
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 Payroll/Finance Officer will perform the following:

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 entitlements 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 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 three current references.
- Must submit a current (original) criminal/vulnerable reference check (within the last 90 days) prior to employment.

CLOSING DATE: December 20, 2024

DIRECT APPLICATIONS TO: "Senior Payroll Clerk"
Wiikwemkoong 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 candidates selected for an interview will be contacted. ***