

EMPLOYMENT OPPORTUNITY

(Internal/ External Posting)

Position: Payroll and Benefits Officer

Summary:

The Payroll and Benefits Officer (PBO) reports to the Manager Finance and Administration (MFA) and is responsible for providing payroll and employee benefits services for Matawa and its affiliates. Providing these services in an effective and efficient manner will ensure that Matawa finances are accurate and up to date, with emphasis on payroll controls and reconciliations.

Qualifications / Requirements:

- Diploma in Accounting combined with a minimum of five years related financial experience
- Other knowledge areas include, but are not limited to, the following:
 - computerized accounting programs
 - generally accepted accounting principles
 - fund accounting
 - internal controls
 - preparation of financial reports
 - ability to maintain a high level of accuracy in preparing and entering financial information
 - ability to maintain confidentiality concerning financial and personnel records
 - an understanding of relevant Matawa policies and procedures
 - an understanding of the Matawa First Nations cultural and political environment

Salary:

We offer competitive salary and benefits commensurate with education and work experience.

Please submit cover letter with resume and three employment references to:

Matawa First Nations Management
RE: Payroll and Benefits Officer
Mail: 233 Court Street South, Thunder Bay ON P7B 2X9
Email: careers@matawa.on.ca
Fax: (807) 344-2977

Closing Date:

Friday, January 24, 2020 by 12:00pm (EST)

Full job description is available on our website: www.matawa.on.ca.

QMS NO: FIN HR REM 072 **Dept:** Fin/Admin **Issued:** Nov 7, 2011 **Rev/Date:** 002/ Mar 24, 2017 **Issued:** N. Miller, MFA

