

# MATAWA FIRST NATIONS MANAGEMENT



Job Description

Payroll and Benefits Officer

## **PURPOSE OF THE POSITION**

The Matawa Payroll and Benefits Officer (PBO) is responsible for the administration of payroll and employee benefits in order to ensure effective, efficient and accurate financial administration to meet management information and funder requirements to support Matawa's overall operations

## **SCOPE**

The 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.

## **RESPONSIBILITIES**

1. Perform the day to day and periodic processing required for biweekly payroll transactions for all divisions and ensure payroll/personnel files are properly maintained.

### **Main Activities:**

- Verify and enter approved timesheets
- Prepare and process batch pay card lists ensuring accuracy of account codes
- Prepare remittance payments
- Prepare payroll clearing and deduction account reconciliations
- Maintain confidential payroll benefits administration and related personnel files
- Prepare and process non-standard wage and benefit calculations and reports for final pays, merit increases
- Prepare statutory reports and filings for T4's, T4A's, EHT, WSIB and any other payroll and benefits related reporting requirements
- Prepare a variety of management reports payroll statistics, such as leave balances.
- Facilitate completion and process both hiring and termination related documents (from applications to ROE's)
- Verify that payroll and benefits transaction comply with human resources policies and procedures.

2. Assist with the overall administration and monitoring all financial and control systems

### **Main Activities:**

- Provide general and specialized reports as needed
- Assist with the annual audit by preparing working papers and providing documents

3. Manage payroll office.

4. Perform other related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The PBO would normally attain the required knowledge, skills and attitudes through completion of a Diploma in Accounting combined with a minimum of five years related financial experience.

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ 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

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ attention to detail and high level of accuracy
- ✓ team building
- ✓ accounting and bookkeeping skills
- ✓ analytical and problem-solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ effective written communications skills
- ✓ computer skills including the ability to operate computerized accounting, spreadsheet, email and word processing programs at a highly proficient level
- ✓ stress management skills
- ✓ time management skills

### **Personal Attributes**

The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

## **WORKING CONDITIONS**

### **Physical Demands**

The PBO will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain.

### **Environmental Conditions**

The PBO will have to manage a number of people, companies and tasks at one time, and may be interrupted frequently to meet the needs and requests of staff, members, clients and suppliers. The MPO may find the Head Office environment to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks on time.

### **Sensory Demands**

The PBO must spend long hours in intense concentration. The PBO must also spend long hours on the computer entering financial information which requires attention to detail and high levels of accuracy.

### **Mental Demands**

The PBO will have to manage a number of requests and situations at one time and will have to resolve conflicts from an isolated remote location. Stress may be caused by the need to complete complex tasks within tight deadlines.

## **CERTIFICATION**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

I certify that I have read and understand the responsibilities assigned to this position.

\_\_\_\_\_  
Supervisor's Title

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

\_\_\_\_\_  
CEO's Signature

\_\_\_\_\_  
Date

I approve the delegation of responsibilities outlined herein within the context of the organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.