



## CONSTANCE LAKE FIRST NATION

37 Wawaskashoo St - PO Box 4000

CONSTANCE LAKE, Ontario P0L 1B0

T: (705) 463-4511

F: (705) 463-2222

General e-mail: [clbo@clfn.on.ca](mailto:clbo@clfn.on.ca)

Website: [www.constancelake.ca](http://www.constancelake.ca)

# Employment Opportunity

<b>Position</b>	<b>Payroll Accounts Receivable Clerk</b>
<b>Competition #</b>	PAC-05-2025
<b>Location</b>	Finance Department – Constance Lake First Nation
<b>Posted</b>	May 2, 2025
<b>Closed</b>	May 16, 2025 @ 4:00pm

## POSITION SUMMARY:

Under the supervision and direction of the Finance Manager, the payroll clerk will assist the Finance Department of Constance Lake Nation in processing payroll, maintaining accurate payroll records, and ensuring compliance with company policies and legal requirements. This role is essential in supporting our employees and ensuring they are compensated accurately and on time.

## PREFERRED QUALIFICATIONS:

- OSSD or equivalent; additional coursework in accounting or finance is considered an asset
- A minimum of two years' experience in finance.
- Knowledge of experience in payroll or related field is preferred
- Proficiency in payroll software (ADP), Sage 300 and Microsoft Office Suite
- Strong attention to detail and accuracy
- Strong interpersonal and communication skills
- Ability to handle sensitive information with discretion and maintain confidentiality
- Knowledge of payroll laws and regulations
- Valid driver's license and reliable transportation
- Standard First Aid/CPR Training or willing to obtain it
- Successful candidates must undergo drug screening & CPIC before beginning

## DUTIES AND RESPONSIBILITIES:

- Accurately process payrolls for all employees, including calculating wages, overtime, deductions, and issuing paychecks and direct deposits.
- Maintain and update employee information, such as records of employee attendance, timekeeping data, leave and overtime to calculate pay and benefit entitlements, and payroll changes using manual or computerized systems
- Ensure payroll practices comply with provincial and federal regulations, as well as company policies.
- Prepare and distribute payroll reports, including earnings statements, tax reports, and other related documents.
- Address and resolves payroll-related inquiries and discrepancies in a timely and professional manner.
- Process and apply incoming payments to customer accounts.
- Monitor outstanding balances and follow up on overdue accounts.
- Prepare and send account statements and payment reminders.
- Reconcile accounts receivable records to ensure accuracy.
- Investigate and resolve billing discrepancies or payment issues.
- Maintain and update customer account information.
- Collaborate with internal departments to ensure accurate financial reporting.
- Perform additional tasks as required to support the finance department and overall operations.

**To apply:** Submit cover letter and resume quoting competition #**PAC-05-2025** via:

**Email:** [resumes@clfn.on.ca](mailto:resumes@clfn.on.ca)

**Fax:** (705) 463-2222

**In person:** 37 Wawaskashoo St. Constance Lake First Nation Band Office

***Only those selected for an interview will be contacted.***