



MARTEN FALLS FIRST NATION #65

Ogoki Post, Ontario P0T 2L0 Tel: (807) 349-2509 Fax: (807) 349-2511

Internal and External Job Posting

Position: Payroll Clerk (Full-Time)

Start Date: Immediately

Location: Thunder Bay

Posting Closing Date: Until Filled

Reports To

The Payroll Clerk reports to and is under the direct supervision of the Director of Finance.

Job Overview

The Payroll Clerk is responsible for processing payroll accurately and on time, ensuring compliance with applicable laws, finance policies, MFFN policies and funding agreements. This role supports the financial well-being of employees by maintaining payroll records, handling deductions, and addressing payroll-related inquiries.

Responsibilities and Duties

The duties include but are not limited to:

- Prepare and process bi-weekly/monthly payroll for all employees, ensuring accuracy in wages, deductions, overtime and benefits.
- Calculate and process deductions such as CPP, EI, pension plans, and other benefits as applicable.
- Maintain accurate payroll records, including timesheets, pay adjustments, and work closely with HR to pay leave balances.
- Reconcile payroll accounts and prepare year-end payroll reports including T4 and tax remittances.
- Ensure payroll compliance with Federal, provincial, financial, and First Nation employment regulations / policies.
- Address payroll-related inquiries from employees and assist with tax forms, benefit deductions, and direct deposit setup.
- Ensure payroll information is handled with confidentiality and in accordance with MFFN policies.
- Complete the ROE form accurately and submit it through the **ROE Web** system to Service Canada.
- Support the Director of Finance in administrative and payroll-related tasks.
- Perform other duties as assigned.

Qualifications

- Diploma in Accounting, Bookkeeping, Business Administration, or a related field.
- Experience in payroll processing, preferably in a First Nation organization, is an asset.
- Knowledge of Indigenous governance, funding agreements, and community-based payroll structures is an asset.
- Proficiency in payroll software (e.g., Sage Intacct) and Microsoft Office is an asset
- Strong attention to detail, accuracy, and time management skills.
- Understanding employment laws, taxation, and payroll best practices.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong communication and problem-solving skills.
- Ability to work independently and manage deadlines effectively.
- A current vulnerable sector Check or criminal record check.
- Proficiency in the Marten Falls First Nation language an asset.

Working Conditions

- Office-based position with standard working hours, occasional overtime may be required.

Confidential Information provided by applicants is used for the purposes of this competition only and is protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Marten Falls First Nation thanks all applicants for making known their interest in the position. Only those applicants who have been selected for an interview are contacted.

- Interaction with employees, finance, and HR teams to resolve payroll-related concerns.
- May involve working with community leadership and funding agencies.

Compensation

- Salary is based on experience and education.
- Salary is negotiable.
- Extended Health Care Benefits
- Paid Time off
- Dental Coverage

Human Resources Manager
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