

FINANCE ASSISTANT, PAYROLL

Authority

The Finance Assistant, Payroll works under the supervisory function of the Director of Finance who in turn reports to the Executive Director.

Purpose

The Finance Assistant, Payroll functions as a member of the Finance and Human Resources department and is responsible for providing administration of employee data including compensation, benefits, payroll and pensions of MFNERC. The Finance Assistant, Payroll assists with day-to-day and monthly entries in the Sage 300 accounting system, and Sage HRMS. A demonstrated respect for First Nations knowledge, languages and cultures; and fluency in a First Nations Language is desirable for this position.

Specific Responsibilities

Payroll

- Responsible for entering, updating and maintaining personnel data for MFNERC/MFNSS employees;
- Responsible in assisting in the preparation and processing of bi-weekly payroll for the MFNERC/MFNSS employees;
- Ensure that employees are paid on time and correctly as well as ensuring the source deductions are remitted on time;
- Review and ensure accuracy of approved timesheets;
- Track and deduct correct amounts of all garnishments and other special payroll deductions (e.g. employee advances);
- Records of Employment are completed accurately and timely according to regulations and provided to former employee in a timely manner;
- Benefit deductions reflect vendor invoices;
- Pension amounts are correctly deducted;
- All suspense accounts are reconciled on a timely basis;
- Pay stubs are distributed to employee's bi-weekly;
- Journal entries are made as required;
- Add accounts to Sage 300 as requested;
- Ensure all computerized accounting data re: payroll is properly saved on the finance server and backed up on hard drive;
- Manage and maintain employee confidence with all MFNERC/MFNSS employees;
- Answers specific employee inquiries with regards to payroll;
- Create and maintain all employee records in Sage 300 Payroll module;
- Create and maintain a filing system for payroll documents supporting financial transactions;
- Assists with accounts receivable, payables and special projects, as necessary.

Benefits

- Assist in administration of MFNERC benefits of health, pension and employee assistance program;
- Receive benefit enrollment forms and ensure they are accurately filled out;
- Complete electronic enrollment of employee benefits forms to appropriate benefits carriers in a timely manner;
- Mail out of all completed benefits documentation to appropriate benefits carriers;
- Provide enrollment verification documentation to Human Resources;
- Maintain employee benefits systems and ensure benefits changes are entered appropriately in payroll system for payroll deduction;
- Assist employees with filling out forms for health, dental, life and other related benefit claims;
- Verify the calculation of the monthly premium statements for all group insurance policies and maintain statistical data relative to premiums, claims and costs. Resolve administrative problems with the carrier representatives;
- Reconcile account balances for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations;
- Inform personnel and/or carriers and/or financial institutions regarding required documentation and/or procedures for the purpose of conveying information necessary to complete transactions.

Qualifications

Education & Experience

- Minimum Degree or Diploma in Business Administration/Finance, or a combination of education and experience in payroll/accounting/benefits administration;
- Must have working experience with the following computer programs:
 - Sage 300 for windows;
 - Sage HRMS;
 - Payroll Module;
 - General Ledger
- Excellent skills using MS Word, Excel, and Internet Explorer;
- Strong skills using and understanding the flow of transactions in an integrated and automated payroll accounting system, specifically Sage 300 Payroll module and Sage HRMS database;
- Experience in electronic benefits enrolment an asset.

Personal

- Ability to maintain confidentiality and exercise extreme discretion;
- Excellent problem solving/judgment skills, and high level of attention to detail and accuracy;
- Strong organizational skills, and the ability to work under pressure;
- Ability to work independently with minimal supervision, and as a member of a multi-disciplinary team of professionals;
- Ability to relate to and communicate well with others;
- Ability to deal with highly confidential and sensitive matters; must sign an oath of confidentiality agreement;
- Ability to understand and follow specific instructions and procedures;

- Ability to perform simple accounting procedures;
- Experience working with First Nations in the field of education would be preferred;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment
- Fluency in a First Nations language is considered an asset;
- Appreciate and respect for First Nations education reform strategies.
- Strong time management skills and professionalism;
- Satisfactory criminal and child abuse record check clearance;
- Adhere to MFNERC policies and administrative procedures with specific attention to attendance and professional ethics.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490

POSITION OPEN UNTIL FILLED

We thank all who apply, however, only those selected for an interview will be contacted. MFNERC has implemented a mandatory COVID-19 Vaccination Policy for all employees. Successful candidates will be required to show proof of the vaccination. Preference will be given to qualified First Nations applicants; applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com

Date Posted: December 7, 2021