

# Gitxaala Nation Payroll Specialist



## Job Description

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| <b>Gitxaala Nation</b>  |   | <b>Last update of this job description: May 2024</b> |  |
| <b>Position Title:</b> Payroll Specialist   |   |  |  |
| <b>Department:</b><br>Finance   | <b>Number of Direct Reports:</b><br>N/A | <b>Supervisor Title:</b><br>Director of Finance      |  |
| <p><b>Position Overview:</b></p> <p>The Payroll Specialist is responsible for maintaining and processing payroll. Reporting directly to the Director of Finance (DoF), the Payroll Specialist enters and update records including changes to employee details or benefit, issues and verifies the accuracy of payroll data, ensures appropriate deductions are made, and processes payroll data per the established schedule.</p> <p>General duties include:</p> <p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• Understand employee compensation including payroll information, wages, bonuses, and commissions when appropriate.</li> <li>• Perform journal entries, data entries, and monthly reconciliations.</li> <li>• Support with preparing financial reports per reporting requirements for internal partners and other funders.</li> <li>• Support with audit preparation and procedures.</li> </ul> <p><b>Operations</b></p> <ul style="list-style-type: none"> <li>• Report on and participate in developing work plans.</li> <li>• Support with developing and updating policies, procedures, and standards.</li> </ul> <p><b>Relationship Building and Teamwork</b></p> <ul style="list-style-type: none"> <li>• Establish and foster strong working relationships within and external to the Nation.</li> <li>• Maintain composure and perspective in difficult situations and in managing conflict.</li> <li>• Model and enforce the policies and procedures of the Nation.</li> </ul> <p><b>Client Service and Engagement</b></p> <ul style="list-style-type: none"> <li>• Handle inquiries and requests for information in a respectful, professional and client-centric manner.</li> </ul> <p>Perform other duties and responsibilities as necessary in the performance of the position and as assigned by Supervisor.</p> |   |  |  |

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### Knowledge, Skills and Abilities:

- Strong knowledge of bookkeeping and accounting principles.
- Maintain knowledge of industry-specific legislation, best practices, policies, and procedures, including privacy legislation.
- Knowledge of accounting software/system including Sage and AIS.
- Understand and promote Gitxaala Nation's culture, language and values including the Sm'algyax culture and integrate it into service delivery.
- Prepare various materials and reports using MS Office products (Word, Excel, PowerPoint, Outlook, Teams).
- Possess ability to work with vulnerable persons.
- Support with critical incident management response systems, emergency preparedness plans, and service continuity planning and response.

### Experience and Education Requirements:

- Payroll Certification, or equivalent experience or job training are required.
- Accounting Training or Certification and Administrative Assistant is considered an asset.

### Environmental Conditions:

#### Physical Effort:

- This position requires prolonged sitting and working at a computer.

#### Physical Environment:

- Duties for this position are typically performed indoors in an office environment.

#### Sensory and Mental Attention:

- This position is at times in a busy environment subject to regular distractions by external and internal persons making urgent and non-urgent requests. The position also requires extensive the extensive concentration for data analysis and verification. At times, this position also has to handle difficult and demanding personal interactions.

### Other Requirements:

- Follow all Gitxaala Nation Policies and Procedures and display a commitment to the values and culture of the Gitxaala Nation.
- Ability to successfully and periodically undergo an appropriate criminal records review or police record check is required.

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Payroll Specialist

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**Employee's Statement**

I have been given the opportunity to read and comment on the content of this work description.

|                  |           |      |
|------------------|-----------|------|
| Name of Employee | _____     |      |
|                  | Signature | Date |

**Supervisor's Statement**

This job description accurately describes the responsibilities assigned to this position.

|                    |           |      |
|--------------------|-----------|------|
| Name of Supervisor | _____     |      |
|                    | Signature | Date |